DOCUMENT RESUME

ED 156 137 IR 006 048

TITLE University of Waterloo Library Selector's Manual.
INSTITUTION Waterloo Univ. (Ontario). Library.
PUB DATE 76
NOTE 212p.; Best copy available
AVAILABLE FROM University of Waterloo, Business Administrator, Waterloo, Ontario, Canada ($20.00)

EDRS PRICE MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS *Books; Budgeting; *Government Publications; *Library Acquisition; *Library Material Selection; *Manuals; *Periodicals; Policy; University Libraries

ABSTRACT

A reference tool with built-in provisions for updating and revision, this manual for acquisition of library materials contains information on the collection development policy, as well as budgeting and accounting selection, pre-order and order procedures for monographs, government publications, and periodicals. Each of the five sections is followed by an appendix containing sample forms, policy statements, and other supplementary material. A combined subject and title index is included, along with an example index with pagination which may be slightly inaccurate because of the computer program used. (MBR)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED156137

UNIVERSITY OF WATERLOO LIBRARY

SELECTOR'S MANUAL

BEST COPY AVAILABLE

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

Nancy L. Prince

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

IR006048

© 1976 University of Waterloo Library
Waterloo, Ontario

INTRODUCTION

0.1 PURPOSE

This manual is intended as a reference tool for selectors of library material. It was conceived and written with the following purposes in mind:

a) to provide a convenient, easily updatable information source regarding library selection and ordering procedures currently employed in the University of Waterloo Library system.

b) to assist selectors in their selection and ordering tasks.

c) to acquaint new library staff members with the procedures involved in the selection and ordering of library materials.

0.2 SCOPE

The manual consists of background material on collection development policy, the budget, selection, pre-order procedures in the E.M.S. Library and acquisition procedures.

"Selection" concerns the factors involved in the decision to select an item. "Pre-order" and "Acquisition Procedures" describe the procedures followed once the selection has been made, that is, how the selector lets the Acquisitions Department, the Serials Department or the Government Publications Department know that the item in question is to be ordered.

0.3 METHOD OF REVISION

When a change in policy or procedures occurs, it is the responsibility of the department involved to notify the Collections Development Committee of the change and to help make the necessary revisions to the manual.

Each page of the manual is numbered and dated. Each part, chapter and section is numbered. Notices of changes will specify the parts, chapters, sections, paragraphs and lines which are to be altered; for example "VI2.2.1, paragraph 2, lines 1-2, should now read ..."

Revisions to the manual can be handwritten in the margins by each selector if the changes are not extensive. When the revisions for any chapter become too unwieldy, a new chapter will be issued to replace the old one.

0.4 FORMAT

Appendices appear at the end of each of Parts I to V.

Examples are indexed at the end of the table of contents. If their location were to be indicated at each reference in the text, such notations would have to be re-edited during revisions of the manual.

The telephone numbers listed at the front of the manual are not part of the computer text, to avoid expensive revisions for telephone number changes.

Page numbers given in the Table of Examples may be one or two pages off. With the existing computer program, greater accuracy in paging of examples is impossible.

0.5 RESPONSIBILITY FOR SELECTION

Anyone may recommend an item to be purchased by the Library. Green request forms for the purpose are available in each of the campus libraries. (See EXAMPLE: Purchase Request Card.) However, the actual selection of materials to be added to the Library collection is performed by the liaison librarians in consultation with the faculty library representatives. To these individuals falls the ultimate responsibility for departmental book and serial purchases and the departmental acquisition funds. Before a request for an order can be processed, it must be signed by the authorized individual or individuals concerned.

TABLE OF CONTENTS

INTRODUCTION . . . . . INTRO-i

PURPOSE . . . . . INTRO-i
SCOPE . . . . . INTRO-i
METHOD OF REVISION . . . . . INTRO-i
FORMAT . . . . . INTRO-ii
RESPONSIBILITY FOR SELECTION . . . . . INTRO-ii

PART I. COLLECTION DEVELOPMENT POLICIES

Chapter page

1. UNIVERSITY OF WATERLOO LIBRARY. COLLECTIONS DEVELOPMENT COMMITTEE I.1-1

TERMS OF REFERENCE I.1-1
MEMBERSHIP I.1-1
MEETINGS I.1-2
MINUTES I.1-2

2. COLLECTION DEVELOPMENT POLICY STATEMENTS I.2-1

DEVELOPMENT AND USE OF THE STATEMENTS I.2-1
E.M.S. LIBRARY REFERENCE COLLECTION DEVELOPMENT POLICY I.2-3
General Purpose I.2-3
Languages I.2-3
Geographical Areas I.2-3
Types of Material Collected I.2-3

3. UNIVERSITY OF WATERLOO LIBRARY COLLECTIONS . . . I.3-1

INTRODUCTION I.3-1
DIVISIONAL LIBRARIES I.3-1
ENVIRONMENTAL STUDIES LIBRARY I.3-2
READING ROOMS I.3-2
CARD CATALOGUES I.3-3

Appendix page

A. LIBRARY COLLECTION POLICIES, COLLECTION APPRAISAL, AND ACQUISITION POLICY I.A-1

B. LIBRARY COLLECTION POLICIES: SUGGESTED FORMAT . I.B-1

GENERAL PURPOSE OF COLLECTION POLICY STATEMENT I.B-1
Languages I.B-1
Geographical Areas I.B-1
Chronological Limitations I.B-1
Types of Material Collected I.B-2
Media to be Excluded I.B-2
Subjects and Collection Levels I.B-2
Related Resources I.B-4
Other Factors I.B-4

C. UNIVERSITY POLICY ON LIBRARY FACILITIES I.C-1

PART II. BUDGET AND ACCOUNTING PROCEDURES

Chapter page

1. BUDGET AND ACCOUNTING PROCEDURES II.1-1

LIBRARY MATERIALS II.1-1
BOOK BUDGET II.1-2
PREPARATION OF BOOK BUDGET II.1-2
SIGNING AUTHORITY II.1-3
COMMITMENT AND EXPENDITURE ACCOUNTING II.1-4
BUDGET CONSTRAINTS ON CURRENT SERIALS II.1-5

Appendix page

A. LIBRARY BOOK BUDGET REQUEST FORM II.A-1

B. COMPREHENSIVE FINANCIAL STATEMENT II.B-1

C. FINANCIAL STATEMENT BY FUND II.C-1

PART III. SELECTION

Chapter page

1. FACTORS TO CONSIDER IN SELECTION AT UW III.1-1

2. APPROVAL PLAN MATERIAL III.2-1

LIBRARY APPROVAL PLANS III.2-1
UW APPROVAL PLANS III.2-1
BASIC PROFILES III.2-2
REVISION OF PROFILES III.2-3
MARKED BIBLIOGRAPHIES AND FLEXES III.2-3
NOTATIONS USED BY DEALERS III.2-3

Coutts: Weekly Record (WR) III.2-3
Blackwell: British National Bibliography (BNB) III.2-4
HARRASSOWITZ: DEUTSCHE BIBLIOGRAPHIE . . III.2-4
LES LIVRES ETRANGERS III.2-4
IMPRINT DATES IN EFFECT III.2-6
EXCLUSIONS III.2-6
Standing Orders III.2-6
Other Exclusions III.2-6
MONOGRAPHS IN SERIES III.2-7
SETS III.2-7
SCREENING OF BOOKS RECEIVED ON APPROVAL . . III.2-8
BOOKS FOR WOMEN'S COLLECTION III.2-8

3. GOVERNMENT PUBLICATIONS III.3-1

INTRODUCTION III.3-1
DEPOSITORY STATUS III.3-1
STANDING ORDERS AND SUBSCRIPTIONS III.3-2
United Nations Publications III.3-2
British Parliamentary Publications . . . III.3-2
Statistical Yearbooks III.3-2
GLOBAL STANDING ORDERS III.3-2
FREE MAILING LIST III.3-3
AFRICAN IMPRINT LIBRARY SERVICES III.3-4
ARTS LIBRARY COLLECTION III.3-4
E.M.S. LIBRARY COLLECTION III.3-5
BUDGET III.3-5
DEPOSIT ACCOUNTS III.3-5

4. MATERIAL NOT COVERED BY APPROVAL PLANS AND STANDING ORDERS III.4-1

MONOGRAPHS III.4-1
Introduction III.4-1
Items to Look for III.4-1
Additional Material to Watch for on Specific Bibliographhies III.4-2
Dealers' & Publishers' In-print Catalogues and Flyers III.4-3
Use III.4-3
Why Distinguish Between Dealers and Publishers III.4-4
How to Distinguish Between Dealers and Publishers III.4-4
Journal Reviews, and Cards From Choice . III.4-4
Other Sources of Selection III.4-4
Year of Publication III.4-7
Doctoral Dissertations From Outside North America III.4-8
SERIALS III.4-8
Notice of New Titles III.4-8
Faculty Involvement in Selection III.4-8
Constraints on Selection of New Serials . III.4-8

Priorities in Selection of New Serials . III.4-9
Serial Back Orders III.4-9

5. RETROSPECTIVE SELECTION III.5-1

DEFINITION III.5-1
OCCASIONS FOR RETROSPECTIVE SELECTION . . . III.5-1
METHODS III.5-1
Journals, Brochures etc. III.5-2
Books In Print III.5-2
Bibliographies in Current Journal Articles III.5-2
A Comprehensive Approach III.5-2
Identifying Authors for a Subject . . III.5-2
Identifying Publications of the Author III.5-3
Availability of the Publications . . . III.5-3
PUBLISHER/DEALER APPROACH III.5-3
Identifying Publishers and Dealers for a Subject III.5-3
Identifying Publications from Publishers and Dealers III.5-4
Dealers' Catalogues III.5-4
ONE YEAR SEARCH III.5-4

6. THE CENTER FOR RESEARCH LIBRARIES III.6-1

INTRODUCTION III.6-1
ACCESS AND USE III.6-1
MATERIALS AVAILABLE III.6-2
COLLECTION DEVELOPMENT POLICY III.6-2

7. SELECTORS' RECORDS III.7-1

SELECTION NOTES: POLICY AND PROCEDURES . . . III.7-1
FILES III.7-1

Appendix page

A. AGREEMENT, JOHN COUTTS LIBRARY SERVICES LTD. - CANADIAN AND U. S. BOOKS III.A-1

B. AGREEMENT, B.H. BLACKWELL LTD. - BRITISH BOOKS III.B-1

C. AGREEMENT, HARRASSOWITZ - BOOKS FROM THE GERMAN LANGUAGE AREA III.C-1

D. WATERLOO - SUBJECT OUTLINE. USED BY COUTTS . . III.D-1

E. AGREEMENT, LES LIVRES ETRANGERS - RUSSIAN AND UKRAINIAN LANGUAGE IMPRINTS III.E-1

PART IV. PRE-ORDER PROCEDURES IN THE E.M.S. LIBRARY

Chapter		page
1.	E.M.S. BIBLIOGRAPHIC SEARCHING AND TYPING	IV.1-1
	SCOPE	IV.1-1
	REFERENCE OFFICE FILES PERTAINING TO SELECTION	IV.1-1
	SELECTORS' SHELVES IN THE REFERENCE OFFICE	IV.1-2
	APPROVAL PLAN FOLLOW-UP	IV.1-2
2.	E.M.S. SELECTORS' REQUEST PROCEDURES	IV.2-1
	HOW TO INDICATE SELECTION OF MATERIAL	IV.2-1
	PROCEDURE AFTER E.M.S. BIBLIOGRAPHIC SEARCHING	IV.2-2
	PROCEDURE AFTER E.M.S. TYPING AND PROOFREADING	IV.2-3
	AUTHORIZATION OF REQUESTS	IV.2-3
	Signing Authority	IV.2-3
	If The Selector Has Full Signing Authority	IV.2-3
	If The Selector Has Partial Signing Authority	IV.2-4
	ANNUAL FOLLOW-UP OF APPROVAL PLANS	IV.2-4
	SCREENING OF BOOKS THAT ARRIVE ON APPROVAL	IV.2-4
	WEEKLY REPORTS FROM ACQUISITIONS AND CATALOGUING DEPARTMENTS	IV.2-5

Appendix		page
A.	BIBLIOGRAPHIC SEARCH SYMBOLS (E.M.S.)	IV.A-1
	SEARCH OF CARD CATALOGUE AND GOVERNMENT PUBLICATIONS LISTS	IV.A-1
	SEARCH OF E.M.S. REFERENCE OFFICE FILES	IV.A-3
	STANDING ORDERS TO COMPLETION	IV.A-4

PART V. ACQUISITION PROCEDURES

Chapter		page
1.	MONOGRAPHS	V.1-1
	BOOKS RECEIVED ON APPROVAL	V.1-1
	Location	V.1-1
	Books to be Added to the Collection	V.1-1
	Books to be Rejected	V.1-7
	Flyers Used in the Approval Section	V.1-7
	Selection Completed	V.1-9

Standing Orders for Titles Received on Approval V.1-9
Numbered Series and Sets V.1-9
Unnumbered Series V.1-13
SECOND COPIES V.1-13
MATERIAL THAT COULD COME ON APPROVAL V.1-13
CURRENT MATERIAL NOT COVERED BY APPROVAL PLANS V.1-13
National Bibliographies V.1-13
FLEXES FROM COUTTS & HARRASSOWITZ. (SEE EXAMPLES) V.1-14
OTHER CURRENT MONOGRAPHS V.1-15
RETROSPECTIVE MATERIAL V.1-15
Material Published Prior to Previous Year . V.1-15
Out-of Print & Antiquarian Catalogue Procedures V.1-15
MAJOR PURCHASES V.1-17
REQUESTS FOR XEROXING MATERIAL V.1-17
MATERIAL NOT ACQUIRED BY A FIRM ORDER FROM ACQUISITIONS V.1-17
BOOK-IN-HAND V.1-17
GIFTS V.1-17
General Conditions V.1-18
Procedures V.1-19
BOOK PURCHASE REQUEST FORM V.1-22
Use of the Form V.1-22
The Selector Should Complete the Following Boxes V.1-22
Acquisitions or Cataloguing Staff Complete the Following Boxes V.1-26
REPORTS FROM ACQUISITIONS TO SELECTORS V.1-27
Request Slips V.1-27
Copies of Orders V.1-29
Cancellations V.1-29
Financial Statement V.1-29

2. SERIALS V.2-1

REQUESTS FOR SERIALS V.2-1
General Procedure V.2-1
Exceptions V.2-1
POLICIES REGARDING THE ACQUISITION OF SERIALS V.2-1
Priorities V.2-1
Ordering of Back Issues V.2-2
Major Purchases V.2-3
Types of Orders V.2-3
SERIAL PURCHASE REQUEST FORM V.2-6
REVIEW OF NEW SUBSCRIPTIONS AND STANDING ORDERS V.2-10
CANCELLATION OF SUBSCRIPTIONS, STANDING ORDERS V.2-10

3. GOVERNMENT PUBLICATIONS V.3-1

REQUESTS FOR GOVERNMENT PUBLICATIONS V.3-1
IDENTIFYING GOVERNMENT PUBLICATIONS V.3-1
GOVERNMENT PUBLICATIONS DEPARTMENT V.3-1

Appendix page

A. THE ACQUISITIONS DEPARTMENT V.A-1

RESPONSIBILITIES V.A-1
RECORDS KEPT IN ACQUISITIONS V.A-1
Book Order Files V.A-1
Bibliographic Searching File V.A-2
Approval Files V.A-2
National Bibliographies and WR V.A-2
Antiquarian Catalogues V.A-2

B. SERIALS DEPARTMENT V.B-1

ORGANIZATION V.B-1
ORDERING RESPONSIBILITIES V.B-1
The Serials Department Orders V.B-1
The Serials Department Does Not Order . . . V.B-2
The Serials Department May Order V.B-3
Problems Which Do Not Fall Within Guidelines V.B-3

C. DEFINITIONS OF SERIALS V.C-1

DEFINITION OF A SERIAL V.C-1
TYPES OF SERIALS V.C-1
BORDERLINE SERIALS V.C-2

D. DEFINITION OF GOVERNMENT PUBLICATIONS FOR THE UNIVERSITY OF WATERLOO LIBRARY V.D-1

GENERAL DEFINITION V.D-1
INCLUSIONS V.D-1
EXCLUSIONS V.D-2

GLOSSARY GLOSS-1

INDEX INDEX1-1

PART I

COLLECTION DEVELOPMENT POLICIES

Chapter 1

UNIVERSITY OF WATERLOO LIBRARY. COLLECTIONS DEVELOPMENT COMMITTEE

1.1 TERMS OF REFERENCE

a) To deal with methods and problems of selection and the rational development of the collection by developing methods of collection evaluation, as required; by coordinating, preparing, distributing, and biennially reviewing the work on the University of Waterloo Library Collection Development Policy Statements.

b) To serve as a clearing house for information about new courses, programmes and trends within departments and faculties and to discuss related library concerns.

c) To consider when appropriate, for information and/or discussion and decision, matters concerning approval plans, book budgets, dealers, the publishing world, the University community, other academic libraries, provincial and federal government studies, and other matters which directly or indirectly affect collection development.

d) To be responsible for setting priorities and guidelines for processing collections which are acquired by the library, in consultation with appropriate support services personnel.

1.2 MEMBERSHIP

Associate Librarian for Reader Services - Chairperson.
University Librarian - ex officio.
Associate Librarian for Support Services - ex officio.
Assistant Librarian for Engineering, Mathematics and Science - ex officio.
Head, Acquisitions Department - ex officio - non voting.
Head, Serials Department - ex officio - non voting.

Two of the following:

Head, Arts Reference and Collections Development.

Head, E.M.S. Reference and Collections Development.
Head, Government Publications.
Head, Environmental Studies Library.
Special Collections Librarian

Two selectors from each of Arts Reference & Collections Development and E.M.S. Reference & Collections Development to be elected by the department for a term of office of one year. (In the event that the Head, Government Publications is not chosen as one of the department heads on the committee, one of the librarians responsible for collection development in the Government Publications Department is to be one of the selectors on the committee).

Other library staff will be invited to attend at the discretion of the Chairperson according to matters under discussion.

None of the elected members of the committee may serve on the committee for more than two consecutive years.

When the librarian responsible for collection development in the Government Publications Department is chosen as one of the selectors, the E.M.S. Reference and Collections Development Department and the Arts Reference and Collections Development Department (in alternate years) will be required to relinquish one of their positions on the committee.

1.3 MEETINGS

The committee will meet as matters of concern arise but no less frequently than once a month.

1.4 MINUTES

The committee will appoint a secretary annually from the committee members. Minutes will be sent to all committee members and these members will be responsible for keeping members of their constituency informed.

Chapter 2

COLLECTION DEVELOPMENT POLICY STATEMENTS

2.1 DEVELOPMENT AND USE OF THE STATEMENTS

Collection development policy statements for the University of Waterloo Library were proposed during 1973 in response to expanding and maturing collections, and in anticipation of shrinking budgets.

Through cooperative effort of the Library and the University's academic departments, policy statements were prepared for each discipline based on the Stanford University model.

The initial statements defined the purpose of various collections and set down general guidelines for acquisition of materials according to such criteria as language, geographical area, chronological limitation, etc. Disciplines were subdivided into subjects collected, with an indication of collecting level based on an A to E intensity scale.

These statements, which were projected as guidelines for development of ideal collections, have been practical and functional for:

a) giving direction and focus to the selection process.

b) setting acquisition priorities.

c) providing collection-building background information for new selectors and faculty members.

d) preparing and updating dealer profiles.

e) presenting the Library's collection-building objectives to the University community.

f) providing background information for budgeting purposes.

Collection development policy statements at the University of Waterloo were almost completed when, early in 1974, a Collection Policy Committee was appointed as a sub-committee of the Board for Library Coordination, Council of Ontario Universities to "plan for collection rationalization within the Ontario University Libraries". It was thought desirable

to establish a consistent format for the development of collection policy statements in all Ontario University libraries as a first step towards rationalization within each university and subsequently to provide a useful and reliable basis for future decisions relating to collection rationalization in the Province of Ontario.

The recommended format was based on the Stanford University model which had been used in the development of our own collection policy statements. A copy of the format proposed by the Ontario committee is appended (APPENDIX: Library Collection Policies: Suggested Format) as well as a general statement on written collection policies (APPENDIX: Library Collection Policies, Collection Appraisal and Acquisition Policy). Particular attention should be paid to the relationship of Collection Policies to Acquisition Policy.

Each department within each faculty has a copy of its Collection Development Policy Statement. There is a copy of each of these statements in the Arts Library and in the E.H.S. Library. Each selector has at his desk a copy of the statements for the department(s) with which he deals directly.

A copy of the E.H.S. Library Reference Collection Development Policy Statement follows.

2.2 E.M.S. LIBRARY REFERENCE COLLECTION DEVELOPMENT POLICY

2.2.1 General Purpose

To provide reference material to support the faculty, graduate and undergraduate teaching and research programs of the Engineering, Mathematics and Science faculties. A core collection of basic reference material is also selected.

2.2.2 Languages

English is preferred. Major reference works in German and French are purchased as required.

2.2.3 Geographical Areas

There are no restrictions. Material is selected for the information it can provide.

2.2.4 Types of Material Collected

In general, reference materials consist of books such as dictionaries, encyclopaedias, gazetteers, yearbooks, directories, concordances, indexes, abstracts, bibliographies and general atlases, etc. which are intended to be referred to rather than read. A more detailed break-down follows:

Abstracts: See Indexes and Abstracts.

Almanacs: Current editions only for Canada, the United States and the world in general are collected.

Atlases: Recent editions of general atlases are selected. The main collection of atlases is in the Environmental Studies Library.

Bibliographies:

(a) National: Canadiana only is held by the E.M.S. library. Other national bibliographies are available in Support Services.

(b) Subject: These are selected by both the subject librarians and the Head of the Reference and Collections Development Department according to the interests and the needs of the departments.

Biographies: The major, general biographical tools are collected where available. Directories and biographical listings of scientists, mathematicians and engineers are also collected, particularly those from Canada, the United States, Great Britain and Western Europe.

Books in Print: Only Canadian, American, and British Books in Print are held by the E.M.S. Reference and Collections Development department. BIP's for other countries are found in the Support Services departments.

Dictionaries:

(i) Abbreviation: The major abbreviation dictionaries are collected.

(ii) Language: A representative group of unilingual, bilingual and multilingual dictionaries, especially those which specialize in scientific and technical terms, is collected.

(iii) Subject: Useful, reliable and current dictionaries in the sciences, engineering and mathematics are selected by the librarians and the Head of Reference and Collections Development.

Gazetteers: Only a few, very basic ones are held in E.M.S. A more complete collection is found in the Environmental Studies Library and in the Government Publications Department.

Guides to the Literature: These publications are selected by the librarians and the head of the department in the subject areas of Engineering, Mathematics and Science.

Handbooks, Tables, etc.: These are selected by the reference librarians and the head of the department for all E.M.S. subjects. It is desirable to have as complete a collection as possible of authoritative works. Only the major tables are kept in reference. Others are found in the regular stacks.

Indexes and Abstracts: Periodical indexes and abstracts are collected in all of the science, engineering and mathematics subjects. Most of this material is designated "ABS" and filed in the Abstract area. Patent abstracts are held for Canada and the United States. Indexes to conference proceedings and to translations of periodical articles are selected.

Library Catalogues: These are selected by the Head of Reference and Collections Development with advice from the subject librarians on the basis of their unique bibliographic value (i.e. on the basis of whether they contain information not readily available elsewhere).

Standards: Only ASTM and CSA standards are shelved in the Reference section. Other specific standards are purchased by the subject librarians and shelved in the regular stacks.

Style Manuals: A few general tools and those which specifically cover scientific and technical writing are selected.

Telephone Books: A small collection of directories of the major Canadian cities is maintained. Duplicates for cities received by Serials are accepted. The Arts Library keeps a more complete collection.

Theses - Lists and Abstracts: Besides the general theses lists (e.g. Dissertation Abstracts and Canadian Theses) subject and university lists are selected.

Union Lists of Serials: The major lists for Canada, U.S. and Great Britain are collected. Lists of holdings of universities, companies, etc. are collected, but very selectively.

University Calendars: The latest editions from most Canadian universities and colleges are kept. A more complete collection can be found in the Career Information Centre in Ira G. Needles Hall.

Types of Material Excluded: Product catalogues, patents, maps, programming manuals, laboratory manuals, microform material (unless only published in this format or considerably more expensive in printed form), and star atlases are not collected.

Chapter 3

UNIVERSITY OF WATERLOO LIBRARY COLLECTIONS

3.1 INTRODUCTION

The library system at the University comprises two divisional libraries, the Environmental Studies Library, and two reading rooms.

3.2 DIVISIONAL LIBRARIES

a) The Dana Porter Arts Library

The Arts Library houses material in the humanities and social sciences and primarily serves the Faculty of Arts, Environmental Studies, and the Faculty of Human Kinetics and Leisure Studies.

In general, materials selected by the librarians in the Reference and Collections Development Department serving these faculties are housed in the Arts Library.

As a general principle, all materials ordered for HKLS, including those in medicine (R) are housed in the Arts Library with the following exceptions (which are located in the E.M.S. Library):

(1) All materials classified as QM (Human Anatomy) and QP (Human Physiology)

(11) Materials in the Health Sciences (R) or closely related fields which have been requested by a faculty member to be located in the E.M.S. Library

(111) Materials, including periodicals, which are judged to be of major interest to the primary users of the E.M.S. Library, and if their location there would facilitate the provision of library service.

Another area deserving special note is the history of science. Material in the area may be located in the Arts Library or the E.M.S. Library.

b) Engineering, Mathematics and Science Library

The E.M.S. Library houses material in engineering, mathematics and science and primarily serves the Faculty of Engineering, the Faculty of Mathematics and the Faculty of Science as well as those (materials) classified as QM (Human Anatomy), QP (Human Physiology) and R (Medicine) sent there in accordance with the guidelines in paragraph 3 of Sec. 3.2 (a).

In general, materials selected by the librarians in the Reference and Collections Development Department serving these faculties are housed in the E.M.S. Library.

Included in the E.M.S. Library is a large collection of geological maps which complements the map collection in the Environmental Studies Library.

3.3 ENVIRONMENTAL STUDIES LIBRARY

The E.S.L. collection consists primarily of maps, atlases, aerial photographs, films and a small collection of periodicals. The Faculty of Environmental Studies is responsible for budgetary support for materials located in the E.S. Library.

The collection only partially supports the Faculty of Environmental Studies. Materials selected by the librarian in the Reference and Collections Development Department serving this faculty are housed in the Arts Library.

Students enrolled in the Faculty of Environmental Studies make extensive use of both the Arts and E.M.S. Libraries.

3.4 READING ROOMS

The University recognizes two reading rooms as part of the total library system. (For definitions, see APPENDIX: University Policy on Library Facilities.)

a) School of Optometry Reading Room

The Optometry Reading Room houses materials that support the programs offered in the School of Optometry. In general, material classed in "RE" is located in the reading room.

The location of material in the reading room is determined by the librarian in the Reference and Collections Development Department that selects for the School of Optometry. Material located in the Optometry Reading Room is charged out on permanent loan through the E.M.S. Circulation Department.

b) School of Architecture Reading Room

The Architecture Reading Room houses materials that support the programs offered in the School of Architecture.

The location of material in the reading room is determined by the librarian in the Reference and Collections Development Department responsible for Architecture. Material located in the Architecture Reading Room is charged out on permanent loan through the Arts Circulation Department.

3.5 CARD CATALOGUES

The Union Catalogue located in the Arts Library includes the holdings for the entire University of Waterloo Library System, with the exception of government publications, as well as one main entry card for the holdings of the St. Jerome's College Library.

Government Publications which are coded and located in the Government Publications Department, Arts Library and the E.M.S. Library government publications section are not listed in the card catalogue. Access to them is through computer- output-microfiche lists located in the Government Publications Department and in the Arts and E.M.S. reference areas.

All locations for materials in the system appear on the main entry card in the Union Catalogue. Reading room locations, however, are not noted in the catalogues. Material in each reading room is recorded in a file at the Circulation desk of the appropriate divisional library.

Materials classified in "NA", "Q", and "T", regardless of location, have cards in the E.M.S. catalogue. Materials located in E.M.S. and E.S.L. have cards in their respective library catalogues.

At present, material in the Rare Book Room is not recorded in the E.M.S. catalogue. Cards for some of the material are in the Union Catalogue.

Appendix A

LIBRARY COLLECTION POLICIES, COLLECTION APPRAISAL, AND ACQUISITION POLICY

In formulating a model for the rational development of university library collections, it is essential that clear distinctions be drawn with respect to collection policies, collection appraisal and a library's acquisition policy or program of acquisitions. Written library collection policies may serve the following purposes;

a) To indicate thoroughly and systematically the library materials required to support adequately the instructional and research programs of the institution which the library serves, and the general priorities for building and maintaining appropriate library collections vis-a-vis the academic programs offered.

b) To enable libraries to undertake more accurate and more effective budget planning (e.g. the submission of an annual budget request), not only from the point of view of the financial resources required for an adequate program of acquisitions, but also the physical and staff resources required to elect, process, maintain, and generally make available for use, the materials needed by library patrons.

c) To give library staff a clearer view of what appraisals should be undertaken to determine the strengths and weaknesses of existing collections.

d) To provide a rational basis for the establishment of an appropriate program of acquisitions during each fiscal year (or other period of time deemed suitable) in the light of existing appraisals of collection strength, and the actual availability of physical, financial, and staff resources.

e) To provide current guidelines of collection policy for regular consultation by faculty and library staff involved in the selection of materials.

The approach adopted for the preparation of collection policy statements will inevitably vary from university to univ-

ersity. It is desirable however that they be drawn up by each appropriate academic unit concerned (i.e. department, faculty, school, college, institute, etc.) in consultation with the library. The latter should render whatever assistance it can provide (e.g. supplying suitable guidelines for the format of the collection policy). Furthermore, such statements should have the full approval of each academic unit, and be reviewed periodically as required to reflect changes and new developments in the academic programs offered.

Collection appraisal, on the other hand, consists of the planning and execution of pertinent studies whereby the strengths and weaknesses of existing library resources in support of an academic program or programs may be appropriately evaluated. Collection policies identify what is needed regardless of what materials may or may not be available to support an academic program. Collection appraisal identifies specifically the materials currently available or lacking in the library for that purpose.

Acquisition Policy takes into account the requirements spelled out in the collection policy documents, plus the information made available on collection strength through appraisals. Additionally, the design of Acquisition Policy for a university library should take into account several other factors:

a) Availability of budget resources to purchase materials.

b) The cost of materials including current rates of inflation.

c) The actual use of materials based on circulation records (i.e. what materials are used and how frequently, how they are used and by whom) plus individual library staff knowledge of collection usage.

d) The number of faculty employed in each academic unit plus the number of students enrolled in the academic programs offered.

e) The availability of materials in the marketplace.

Written collection policies are fundamentally important to the rational and efficient development of library resources in support of a university's academic programs. They indicate or clarify what may be required in the way of collection appraisal. The various guidelines contained in the collection policies, the detailed knowledge compiled from appraisal activity plus the other categories of data previously outlined provide the necessary information and back-

ground from which the most suitable acquisitions policy may be designed and implemented within a university library or university library system.

SUMMARY TABLE

Collection Policies	What is required (i.e. total needs).
Collection Appraisal	What is available (i.e. the strengths and weaknesses of existing collections).
Acquisition Policy	The actual program of acquisitions implemented in view of A and B plus other considerations (e.g. collection usage, available funds).

Appendix B

LIBRARY COLLECTION POLICIES: SUGGESTED FORMAT

B.1 GENERAL PURPOSE OF COLLECTION POLICY STATEMENT

Provides a brief summary of the academic program(s) offered by the University in each subject discipline which requires library support. If an academic department, faculty or school has a written statement of its general objectives, such a document might be summarized or quoted in this section. Unique characteristics of the academic unit, including methods of teaching, should be outlined.

B.1.1 Languages

Indicates the languages in which materials should be collected, and outlines language restrictions.

B.1.2 Geographical Areas

Outlines the geographical limits (if any) of:

(a) the academic programs offered (e.g. North and South America only).

(b) the areas of the world from which publications should be purchased (e.g. only materials published in Canada, the United States, and the United Kingdom).

B.1.3 Chronological Limitations

Describes (if relevant) the chronological limits of:

(a) the academic programs offered (e.g. history of the British Isles from 1485 to the present)

(b) imprints required (e.g. only publications from 1945 to the present).

Some reference should be made to the need for retrospective materials to support the academic programs as opposed to currently published materials.

B.1.4 Types of Material Collected

Lists the types of library material required (e.g. books, periodicals, maps, government documents, theses, transactions, symposia, proceedings of international conferences, etc.).

B.1.5 Media to be Excluded

Presently, this category of information is implied by the data supplied above. Specific exclusions may need to be mentioned. Media commonly excluded are slides, maps, recordings, and tapes.

B.1.6 Subjects and Collection Levels

In this section, the various subject and sub-subject areas covered in the academic program are outlined with whatever degree of detail is deemed appropriate. Collection levels may be defined on a five-tier basis:

A. Intensive Level. This level is intended to support doctoral and post-doctoral research with a high degree of adequacy and minimum reliance on interlibrary loan or other outside resources. It may include manuscripts, or other special materials if they are appropriate and necessary and within the library's financial capabilities. It allows for an indefinite expansion of the research program, both at the Ph.D. level and in post-doctoral and faculty research.

B. Comprehensive Level. This includes a wide range of published material, but probably little manuscript or special material except in narrowly defined fields or for special needs. It is expected to support with reasonable adequacy the doctoral work now offered or likely to be undertaken in the near future; it will not support adequately a large graduate enrollment with many fields of concentration for the doctoral degree. There is more reliance on interlibrary loan. Library catalogues might be purchased at this level, but not at a lower level.

C. Beginning Research Level. At this level, a collections policy is designed to provide full support for undergraduate programs, and most of the materials required for work at the masters level. Basic works of scholarship are purchased in western languages or in a language especially relevant to the subject or language being taught, for example, French, Spanish, Russian etc. A particular aspect of the subject may be more fully developed in response to a pragmatic need, but the collection is not intended to support an indefinite expansion of research.

D. Teaching Level. This policy maintains a collection needed to support undergraduate instruction effectively, and includes reference materials of all kinds, files of basic journals and wide range of subject indexes and bibliographies. Undergraduate courses might not be offered in certain subjects maintained at this level but the materials might be needed to provide peripheral and background information for courses being taught or in anticipation of future developments.

E. Basic Reference Level. It is designed to build collections selectively in subject areas in which no formal academic program is offered, but which overlap with subject areas in which academic programs are available. This level is generally not adequate to support undergraduate programs. The E level includes fundamental reference works such as dictionaries of special terms, subject bibliographies and the like, perhaps a few periodicals, and some general treatises.

Subjects and collection levels may be written out in the following manner with explanatory notes if necessary:

Quantum Chemistry	D
History of France from 1789 to the Present	A
Social Implications of Computers	E
Western Political Philosophy from Plato to the Present	C
Economic Theory	B
English Literature including Drama 1475-1660	A

B.1.7 Related Resources

In some instances, collection policy in various university libraries is influenced by related resources in other locations and institutions. If such reliance is significant, its extent should be specifically indicated in terms of:

(a) the local community
(b) the Province of Ontario.

For example, some universities in the Province of Ontario (e.g. Guelph and Waterloo) operate cooperative programs which affect library collection policy in the respective institutions involved.

B.1.8 Other Factors

A miscellaneous section where special circumstances which do not fall under any of the previous sections may be outlined.

Appendix C

UNIVERSITY POLICY ON LIBRARY FACILITIES

POLICY

DATE	NUMBER
June 16, 1971	Library #25
CANCELS	EFFECTIVE
New	Immediately

SUBJECT: UNIVERSITY POLICY ON LIBRARY FACILITIES

The chief responsibility of the University Library system is to provide its users with the materials to which they need access and space in which to use them. All library operations should tend as directly as possible to further this objective.

As the campus grows and becomes dispersed over a wider area the objective may best be served by decentralization of the library service. However, the spontaneous development of a fragmented and uncoordinated group of library facilities would work against the best interests of the University.

In an effective and economically sound library operation each component is clearly defined and administered, and each development is planned as part of a coordinated system. To assist in this systematic development of the best possible library facilities for the University of Waterloo, the following policies have been established.

I. GENERAL POLICIES

A. All library materials purchased from University funds, or presented to the University, for libraries or reading rooms are and remain the property of the University under the custodianship of the University Librarian.

B. All library materials owned by the University are available to all members of the University--faculty, students, and staff. The availability may be limited, by reason of form, value, or other considerations, to use within a specially designated area, such as the Library premises, or during specified hours only.

II. BRANCH LIBRARIES

A. A Branch Library is a major collection housed outside the Main Library and offering reading space and a reference service. In general its policies and operating procedures are those of the Main Library.

B. A Branch Library is under the direction of a Head, who is responsible to the University Librarian. It is staffed in such a way as to offer an effective library service, depending on the number of users to be served, the size of the collection, and other factors.

C. A Branch Library collection is developed primarily to serve particular faculties, departments, schools, or groups, and so may consist of a special subject or related subjects. In general it will not duplicate material in the Main Library unless the need for duplication is demonstrated.

D. A Branch Library is provided with a full catalog of its holdings and with serials lists and other keys to the collection.

II. BRANCH LIBRARIES - (CONTINUED)

E. A Branch Library is established with the approval of the Vice-President, Academic, the Deans, the Library Committees, and the University Librarian. Factors in the decision are: an assessment of the needs for a separate library, the implications for members of the University who will not be served by the new library, and practical considerations of economics, space, collections and staff.

III. READING ROOMS

A. A Reading Room is a small collection of library materials with space in which to use them, arranged for the convenience of a department or group of departments with related interests. Fairly immediate proximity to the users to be served is a common feature of reading rooms.

B. A Reading Room collection consists of material to which its main users need quick and frequent access--reference books, basic texts, and current periodicals. It may also include a file for pamphlets, research reports, and ephemera. The books and periodicals are duplicates of materials in the Main Library or a Branch.

C. Responsibility for development of the collection out of departmental funds lies with the departments concerned. The University Librarian may also assist in this development out of the library book funds.

D. A Reading Room is normally supervised by a departmental secretary, part-time staff, student assistants, or a combination of these. (The alternative to adequate staffing is disorder and ultimately chaos.) The supervising staff report to and are paid by the department concerned. The library staff assist in defining practice and in providing guidance for the Reading Room staff.

E. As a general rule material in a Reading Room Collection does not circulate. Where circulation is permitted it is usually limited to overnight borrowing.

F. The Reading Room collection is accessible to all members of the University but because the consultation and study space is often minimal the use of the room itself may be restricted to a particular group. In this case provision is made either to allow the material out on (overnight) loan or, as occasion demands, and after consultation with the department, to deposit it in the Main Library or a Branch for short-term use.

G. A Reading Room is provided with a limited catalog, with entries under author, not a full catalog.

H. The space for a Reading Room is provided by the department or departments concerned.

I. The cost of furnishings, supplies, equipment, and staffing, are the responsibility of the departments.

SUBJECT: UNIVERSITY POLICY ON LIBRARY FACILITIES Library #25

III. READING ROOMS - (CONTINUED)

J. Any change in the status or condition of a Reading Room, once established, is made on consultation between the department and the University Librarian.

K. A Reading Room may be established with the approval of the Vice-President, Academic, the Dean or Deans concerned, the University Library Committee, and the University Librarian.

PART II

BUDGET AND ACCOUNTING PROCEDURES

Chapter 1

BUDGET AND ACCOUNTING PROCEDURES

1.1 LIBRARY MATERIALS

Book funds are allocated to the University Library for the purpose of acquiring library materials in support of the teaching and research programs of the University. Materials acquired by purchase (and by gift, exchange or any other means) become University property, and the Library is responsible for their storage, upkeep and circulation. University property may not be sold or otherwise disposed of, except when it has been declared surplus or otherwise officially approved for disposal.

For the purposes of the University Library, and with the exceptions noted below, library materials are defined as all print and non-print media, which are capable of bibliographical control within the library environment. In general, they should also be susceptible to housing and circulation control in accordance with established facilities and procedures.

Normally the book funds administered by the University Library will not be used for the purchase of films, film strips, or videotapes. The Library will continue to acquire audio material for use in the Listening Room of the Dana Porter Arts Library.

The Audio-Visual Centre will be provided a budget which may be used on a 50-50 matching basis with an academic department for the purchase of films or videotapes. The decision to participate in an acquisition on this basis rests with the Director of the Audio-Visual Centre.

Any material purchased with funds administered by the Audio-Visual Centre will be incorporated into the inventory of the Centre and responsibility for its care and accounting for its use rests with the Centre. Material purchased in this way will be entered in the appropriate catalogue of the University Library.

Library policy does not support the purchase of materials which are principally oriented towards instruction in a specific program, e.g. teaching kits, self-administered tests, graphics and prints. The purchase of such materials is adjudged to be a departmental responsibility.

1.2 BOOK BUDGET

The acquisition of materials is carefully controlled to provide the University with a library collection which is geared to its needs, having regard to the funds available for distribution among all the disciplines it is committed to support. To this end, access to specific book allocations is limited to faculty and library staff who have signing authority in that area. The Acquisitions and Serials Departments are responsible for ensuring that unauthorised personnel do not have access to book funds. While all faculty, staff and students may recommend that specific items be purchased, all requests must be authorised by the legitimate signature of a person with signing authority.

Library book funds are allocated on an annual basis, the fiscal year running from May 1 to April 30. A clear distinction should be made between the Library Book Budget and the Operating Budget. The latter is restricted to the provision of such items as salaries, equipment and supplies. The two funds are mutually exclusive; a different mechanism exists for the preparation of each. They are administered separately and funds may not be transferred from one to the other.

1.3 PREPARATION OF BOOK BUDGET

The preparation of the Library Book Budget is the responsibility of the Library Book Budget Committee, acting in concert with the liaison librarians and faculty library representatives. The major input to the Committee is provided via the medium of the annual questionnaire (see APPENDIX: Library Book Budget Request Form), completed by liaison librarians in consultation with their associated faculty, and with additional data provided from University and Library records. The questionnaire is designed to provide the Committee with information on faculty numbers and student enrolment, academic programs, collection evaluation, collection development program objectives, historical funds data, average prices of library materials, and the estimated budget requirements. With this information as its basis, the Committee compiles a Library Book Budget Request, making such adjustments as it feels are justified by historical expenditure patterns, current developments in academic programs, and future prospects. Opportunity is provided for dialogue between the Committee, on the one hand, and the liaison librarians and faculty library representatives, on the other, as a result of which the Committee may modify its initial decision.

When the Committee has completed its analysis of the individual budget submissions, the results are consolidated and presented, together with supporting documentation, to the Senate Library Committee for comment and approval. Discussion of the Book Budget Request then proceeds via the President and the Senate Finance Committee to the Board of Governors. At any of these stages, the proposal is subject to modification. The final figure approved by the Board of Governors becomes the Library Book Budget for the following fiscal year. The individual book allocations must be tailored to fit within these limits, which may call for some drastic revisions to the proposal originally submitted by the Library Book Budget Committee.

In determining the purpose and scope of individual book allocations, present library policy assigns responsibility for acquiring the major portion of the materials published in a specific subject area to the related departmental book fund. No distinction is made between the various types of media; current monographs, journal back-issues, reprints, microforms, and antiquarian items are all included as a specific departmental collection responsibility.

The only funds which have general application are those which support: (a) services such as postage and binding; (b) the provision of standard national bibliographic tools; (c) the maintenance of general reference collections; (d) the purchase of interdisciplinary and very expensive items; and (e) the interdisciplinary dealer-selection plans.

This policy has the three-fold effect of ensuring that, as far as possible, the costs to the University of maintaining library collections in support of a particular discipline can be isolated, and that individual departments are aware of both the total amount of library support they are receiving, and the relative extent to which this support is deployed amongst the various types of publications available, e.g. monographs versus serials.

1.4 SIGNING AUTHORITY

Subject to constraints which may be imposed from time to time, persons with signing authority may authorise the purchase of library materials in any form or type covered by library policy. In order that this authority may be exercised in a responsible fashion, it is essential that some mechanism should exist for controlling and limiting the amount of the commitment and the expenditures which may be made against any one fund. Likewise, selectors must be kept informed of the current status of the funds for which they are responsible, so that they may determine how they may

best be utilised. As a preliminary safeguard, it is library policy that all purchase requests be signed by the appropriate liaison librarian, whether or not they originate with a faculty library representative. This is to ensure that selectors are aware of all purchases originating in their area of interest, so that they can take a much more informed stance in assisting faculty in the development of the collection, and in deciding how funds ought to be utilised in furthering this objective. The Acquisitions and Serials Departments are responsible for routing to selectors all purchase requests received direct from faculty.

1.5 COMMITMENT AND EXPENDITURE ACCOUNTING

The information derived in preparing the Book Budget is reinforced by the records maintained and the reports prepared by the Acquisitions and Serials Departments. In order to provide for accurate control of the Book Budget, the Library operates a commitment and expenditure accounting system. Once an official purchase order has been prepared and despatched for a particular title, the estimated cost is entered into the accounting system as an encumbrance. It then becomes part of the outstanding commitment incurred by the book fund in question. The amount of the free balance remaining in the fund is reduced proportionately, and likewise the department's capacity to initiate further orders. When the item is received, in fulfilment of the order, the actual cost is substituted for the estimated commitment, and the current free balance adjusted to compensate for any difference between the two. Continuing commitments, such as subscriptions and standing orders, constitute the first charge upon each fund at the beginning of the fiscal year, the balance remaining being available for the initiation of further orders.

Although the Library is committed to restricting its expenditures within the limits of the funds currently available, in practice some overcommitment of available funds is permissible on a limited scale. It has been realised that, because of the time lag in ordering and receiving material, and other problems associated with the operations of the book trade, it is almost inevitable that not all of the material ordered during the fiscal year will be received in sufficient time to be charged against that year's budget. Therefore, in order to ensure that expenditures may more closely match the funds available, commitments are allowed to exceed the funds available by a specified amount. This amount is determined annually, and is dependent upon the nature and extent of existing commitments, the funds currently available and future budget prospects.

In order that the nature, extent and estimated costs of outstanding commitments may be closely monitored, the Acquisitions and Serials Departments maintain files and records, which are continually updated to coincide with the changing fiscal situation. The Acquisitions Department maintains a file of all outstanding titles, arranged by department (the Fund File). This file may be consulted with the permission of the Head of the Acquisitions Department or the Supervisor of the Book Order Section. The Serials Department maintains a record of all expenditures and commitments on a specially designed blackboard, which permits the daily updating of departmental accounts as orders are placed and invoices received. In both cases, information is available on demand or by personal inspection.

At monthly intervals, the Acquisitions Department is responsible for coordinating and circulating a comprehensive financial statement (see APPENDIX: Comprehensive Financial Statement). Copies of the appropriate sections (see APPENDIX: Financial Statement by Fund) are provided to all liaison librarians and faculty library representatives for their information.

1.6 BUDGET CONSTRAINTS ON CURRENT SERIALS

While high annual inflation continues, care must be taken to avoid long term commitments that cannot be maintained.

New subscriptions may be initiated by the department subject to the following constraints:

(a) the proportion of the department's total budget represented by serials excluding Monographic series may not exceed 85%;

(b) the proportion of the total university acquisition budget represented by serials excluding Monographic series may not exceed 85%;

(c) the department has sufficient uncommitted funds available to meet the subscription price at the time the order is placed. That is, no new subscription will be placed for a department which can only pay for it by cancelling an old one until the real savings on the cancellation are effected.

Appendix A

LIBRARY BOOK BUDGET REQUEST FORM

Evaluation of the Library Collection

a) Relevance of library materials to the department's programs

i.e. your evaluation of the usefulness of library materials to your department's instructional/research programs, as compared with laboratory, computer or other non-library facilities

☐ Limited ☐ Significant ☐ Essential

Explanatory comment:

b) Rating of the present level of the Library Collection in the department's disciplinary areas

☐ Inadequate ☐ Satisfactory ☐ Excellent

Specify areas of strength and/or weakness:

c) Relative importance of types of library material to the department's disciplinary areas

	Limited	Significant	Essential
Books - current	☐	☐	☐
Books - retrospective	☐	☐	☐
Serials - current	☐	☐	☐
Serials - retrospective	☐	☐	☐
Government publications	☐	☐	☐
Other (specify):	☐	☐	☐

Explanatory comment:

d) Collection development objectives for 1976/77

- ☐ Maintain level of coverage of existing areas of study
- ☐ Increase level of coverage of existing areas of study
- ☐ Initiate coverage of new areas of study

Specify new areas to be developed:

. Extent of support provided from other library book funds

	Slight	Moderate	Extensive
Approval funds	☐	☐	☐
Government Publications	☐	☐	☐
General funds	☐	☐	☐
.Reference funds	☐	☐	☐
Other (specify):	☐	☐	☐

Explanatory comment:

4. Average price of monographs and current serials

	Monographs	Current Serials
Average price per volume in the department's subject areas	$	$
Average price per volume in all subject areas	$	$

Explanatory comment:

5. Historical analysis of the department's use of book funds

	Carry forward	Budget allocation	Total funds available	Spent	Committed	Balance
1972/73						
1973/74						
1974/75*						

*Unaudited

Explanatory comment:

SECTION III - TO BE COMPLETED BY THE LIAISON LIBRARIAN IN CONSULTATION WITH THE FACULTY LIBRARY REPRESENTATIVE

6. Estimates of funding required for 1976/77*

Monographs	$
Replacements	$
Serial subscriptions	$
Serial back issues	$
Special projects	$
Other:	$
Total	$

*The amounts specified are required for guidance only. They are not intended to be final apportionments of your allocation.

Book budget requested for 1976/77 - $_____

7. Additional information and comment

(Signed) _____ Faculty Library Representa

_____ Liaison Librarian

_____ Departmental Chairman

DATE _____

Appendix B

COMPREHENSIVE FINANCIAL STATEMENT

Appendix C

FINANCIAL STATEMENT BY FUND

UNIVERSITY OF WATERLOO LIBRARIES

BOOKS AND SERIALS FINANCIAL STATEMENT

May 1, 1976 -

Fund	1975/76 Unspent Carryforward	1976/77 Budget Allocation	Total Funds Available	Invoiced	Unspent Balance	Committed	Balance- Unspent and Uncommitted

NEW SERIAL SUBSCRIPTIONS AND STANDING ORDERS		
SERIAL RENEWALS		
MONOGRAPHIC SERIES		
SERIAL BACK ISSUES		
MONOGRAPHS		

PART III

SELECTION

Chapter 1

FACTORS TO CONSIDER IN SELECTION AT UW

Many factors are involved in the decision to select an item. Some of the most important factors a selector at UW must consider are:

a) the collection development policy statements for the relevant subject areas.

b) the existing collection.

c) the courses and research items listed in the University undergraduate and graduate calendars.

d) the approval plan agreements.

e) standing orders currently in effect. (These are indicated in the Serials List, the Fund File in the Acquisitions Department, or the Kardex in the Government Publications Department.)

f) availability of the item at the Center for Research Libraries, and at other universities in the region.

g) budget restrictions, and collection goals for the current fiscal year.

Each selector must be thoroughly familiar with the above for his or her areas of interest in order to select properly and monitor the approval plan material.

Chapter 2

APPROVAL PLAN MATERIAL

2.1 LIBRARY APPROVAL PLANS

The approval plan system, in operation for several years in many university libraries, offers a number of significant advantages:

a) the books arrive in the library much sooner than if ordered in the conventional way.

b) selection is more effective from the actual books than from publishers' statements, advertisements, reviews, etc.

c) there is a saving in library acquisitions and bibliographic searching staff time.

d) at a later stage, the need to buy retrospectively material that has since gone out-of-print is minimized.

e) dealers with substantial approval plan agreements are willing to obtain and supply materials in which there is little profit.

Included in such plans are new imprint books falling within the university's profile of interests. Excluded are books below the level of advanced university study, reprints, popular works, periodicals, non-book materials, books irrelevant to the university's teaching and research programs, and certain other categories of material.

Books sent on approval by the dealer are reviewed for acceptance or rejection. Rejected books are returned with an explanatory note indicating why they are not being kept.

2.2 UW APPROVAL PLANS

To acquire regularly as much current material relevant to this university's interests and programmes as possible, the Library has established approval plans with four book deal-

ers, Coutts, Blackwell, Harrassowitz, and Les Livres Etrangers. In this way, important new titles, including those from the main university presses, are received automatically on a regular basis by the Library.

Only one copy of a title is acquired on approval. Approval plan books are charged to the Current Fund.

The dealer agreements are based on the collection development policy statements set up by the Library in consultation with faculty representatives. Dealers send, on approval, relevent current imprints published in Canada, the United States, Britain, the German language area of Europe, and Russian language publications from Russia and the Ukraine. The agreements between the University and each of the four dealers appear in the appendices.

Blackwell and Harrassowitz work from National Bibliographies, where all book publications must be listed. These dealers can obtain anything listed on the relevant bibliography if the material is still in print.

Coutts can obtain material from most but not all North American publishers. Each selector has lists from Coutts, updated annually, as follows:

English-Canadian Publishers.
French-Canadian Publishers.
Canadian Research Oriented Agencies.
Canadian Publishers from Whom Coutts Cannot Receive Publications.
American Trade & Association Publishers.
American Research Oriented Agencies.
American University Presses.
American Publishers from Whom Coutts Cannot Receive Publications.

Les Livres Etrangers mark:

1. Novyi Knigi SSR

   Sovetskie Knigi

   Novyie Knigi Ukrainy

2.3 BASIC PROFILES

The collection development policy statements are used as profiles of departmental interests, and are amalgamated into the agreements with dealers, into the Subject Outline used by Coutts, and into an annotated list by LC classification used by Coutts.

The Subject Outline is appended. The annotated list by LC classification is at each selector's desk.

2.4 REVISION OF PROFILES

The profiles can be refined as needed, by the faculty library representative and liaison librarian, in consultation with the Acquisitions Librarian, who communicates directly with the dealers. Major changes in the profiles are made as required.

A record of any changes in a selector's field(s) is kept at the selector's desk.

2.5 MARKED BIBLIOGRAPHIES AND FLEXES

On the appropriate bibliography (as noted below), each dealer marks which books he has sent to UW for approval, and which ones he is in the process of sending. He adds explanatory notes on other books that he is not sending. For any item outside the scope of the approval plan but which the dealer thinks may interest UW, Coutts and Harrassowitz send a pre-printed dealer's order form, called at UW a "flex". (See EXAMPLES: Coutts Flex, etc.).

2.6 NOTATIONS USED BY DEALERS

2.6.1 Coutts: Weekly Record (WR)

Coutts selects from the publishers directly, but records the selections for UW on WR. (WR is not a complete record of all publishing in U.S.A.)

Symbol	Meaning
V	Material will be sent to UW.
S	Material has been sent to UW.
F	Flex is being sent to UW.
NS	Not sent.

Coutts also writes comments such as "British", and usually underlines series notes. Coutts queries items that are so doubtful that even no flex is sent, and items that cost over $75.00.

2.6.2 Blackwell: British National Bibliography (BNB)

Because of legal deposit requirements in Britain, BNB is used as the selection tool by Blackwell. See the list of symbols used on the marked BNB (EXAMPLE: Blackwell's Symbols).

2.6.3 HARRASSOWITZ: DEUTSCHE BIBLIOGRAPHIE

OESTERREICHISCHE BIBLIOGRAPHIE
SCHWEIZER BUCH

Harrassowitz ticks the items he is sending to UW. For a doubtful but possible selection, he sends a flex instead of the book.

2.6.4 LES LIVRES ETRANGERS

Les Livres Etrangers ticks the entries selected and records the numbers on a paper fastened to the front cover of the various bibliographies. This page is returned to the dealer with any deletions marked.

BLACKWELL'S

Blanket Order Book Selection Service
Key to Symbols Used in Marked Copy of BNB

AL	Above (Price) Limit	RS	Readings/Extracts
AO	Already Ordered	RT	Recommended Title
AS	Already Sent	S	On Standing Order
BO	British Orientated	SC	Secondary School
CA	Collected Articles/ Offprints Previously Published	SN	Series (Numbered)
CH	Children	SU	Series (Unnumbered)
D	Already Despatched	TB	Textbook
EL	Elementary	TG	Textbook (Graduate)
FY	First Year	TU	Textbook (Undergraduate)
GR	General Reader	T1	Textbook (First Year)
HF	Hardback Forthcoming	T2	Textbook (Second Year)
MA	Minor Alterations	T3	Textbook (Third Year)
MI	Marginal Interest	TR	Translation
PG	Post-Graduate	UG	Undergraduate
PL	Previously Listed	US	Non-British Publication/ Copyright
PT	Practical Treatment	U?	Non-British Publication/ Copyright Suspected
RP	Reprint		

Example III.2.1: BLACKWELL'S SYMBOLS

2.7 IMPRINT DATES IN EFFECT

Material with imprint date of the current calendar year is always considered for selection by the dealers.

Material with imprint date prior to the previous calendar year or later than the current calendar year is not selected on the approval plans.

Material with imprint date of the previous calendar year is considered for selection until about July 1. The cut-off date is established each year by the Library, on the grounds that by late summer almost all of the previous year's relevant publications should have reached UW. (Details of the cut-off date are given elsewhere in this manual.)

2.8 EXCLUSIONS

2.8.1 Standing Orders

Dealers avoid sending titles that UW acquires by standing order. To determine what UW acquires on standing order, selectors may consult either the Special Serials List or the UW Serials List (the latter includes the information in the former). The UW Serials List indicates a standing order by an asterisk or dash at the end of the holdings line of the entry.

The Special Serials List: Approval Plan Exclusions; Series, Annuals, Yearbooks includes series, annuals and yearbooks currently being received by the Serials Department. It excludes periodicals, government publications and abstracts, as well as the standing orders for multi-volume sets which are filed in the Acquisitions Department. The UW Serials List indicates a standing order by an asterisk or dash at the end of the holdings line of the entry.

2.8.2 Other Exclusions

a) Material at beginning university level.

b) Reprints and facsimiles.

c) Titles costing over $75.00.

d) Subject bibliographies.

e) Abridgments.

f) Some translations. Harrassowitz includes translations into English except for belles-lettres. Since February 1977, Coutts and Blackwell have also included translations into English, except in the areas of literature and history.

g) Government publications (see definition in APPENDIX: Definition of Government Publications...).

h) Publications which should come from another dealer; for example, Coutts does not send publications originating in Britain, nor does Blackwell send publications originating in the U.S.

The first country named on the imprint is the country of origin. U.W. policy is to acquire material from the country of origin as much as possible.

For the cases in which there is simultaneous publication in two countries, the selector should try to remember not to mark the second bibliography received. In any case, the title on every request form is searched by the Acquisitions Department before it is ordered.

2.9 MONOGRAPHS IN SERIES

Unnumbered monographs, including conference proceedings, can be sent on approval.

Harrassowitz and Les Livres Etrangers send numbered monographic series if the titles are within the profile and are not on standing order.

Coutts and Blackwell send the first publication in any new numbered series, but do not send later publications on approval.

2.10 SETS

Complete sets published at one time and for which the price of any one volume does not exceed $75.00 can be sent on approval.

2.11 SCREENING OF BOOKS RECEIVED ON APPROVAL

Books sent to the Library on approval may be rejected by faculty and selectors.

A book rejected by a selector is reviewed for possible inclusion in the collection (for reasons other than those for which it was rejected) by the University Librarian, the Associate Librarian for Reader Services, the Associate Librarian for Support Services, the Assistant Librarian for E.M.S. and Heads of the Reference and Collections Development Departments.

The dealers review the written reasons for rejection, in order to improve the implementation of the collection development policy statements.

2.12 BOOKS FOR WOMEN'S COLLECTION

Over the past several years, the University of Waterloo Library has acquired a substantial collection relating to the study of women. New items being added to this collection via the approval plan should be drawn to the attention of the Special Collections Librarian by inserting a marked flyer in all titles pertaining to the study of women.

Chapter 3

GOVERNMENT PUBLICATIONS

3.1 INTRODUCTION

Government publications[1] in the library system are located in both the Arts and E.M.S. Libraries. Selection of material for the Arts Library varies slightly from selection for the E.M.S. Library. For the Arts Library, selection is carried out by the government publications librarians in consultation with the selectors in the Reference and Collections Development Department. In the E.M.S. Library, selection is the responsibility of the selectors and the faculty library representatives.

The following points will be discussed in this section of the manual:

a) Depository status
b) Standing orders
c) Global subscriptions
d) Free mailing list
e) African Imprint Library Services
f) Arts Library collection - brief description
g) E.M.S. Library collection - brief description
h) Budget
i) Deposit accounts.

3.2 DEPOSITORY STATUS

On August 1, 1976, the library was designated a full depository for Canadian federal documents i.e. we receive gratis all items appearing in the Daily Checklist. Before August 1, 1976, the library was a selective depository, i.e. we selected any item appearing on the Daily Checklist.

The library has been a full depository for Ontario provincial documents since 1972. (The Ontario depository system was established by the government in 1972.)

---

[1] See APPENDIX: "Definition of Government Publications ...".

3.3 STANDING ORDERS AND SUBSCRIPTIONS

3.3.1 United Nations Publications

The library has had a standing order, since January 1971, for all sales publications of the United Nations. These include the following:

a) Subject categories:
   - Atomic Energy
   - Demography
   - Economics
   - General Information & Cartography
   - Human Rights
   - International Administration
   - International Law
   - International Questions
   - Narcotic Drugs
   - Political & Security Council Affairs
   - Public Finance & Fiscal Questions
   - Social Questions

b) Treaty Series

c) Official Records of the Trade and Development Board.

3.3.2 British Parliamentary Publications

The library has had, since 1971/72, a standing order for British parliamentary publications: House of Commons papers, & Command papers; House of Lords papers. These items frequently appear in B.N.B. but should not be marked by selectors.

3.3.3 Statistical Yearbooks

The Arts Library maintains subscriptions for annual yearbooks for most countries of the world. These items frequently appear in the National Bibliographies, but should not be marked by selectors.

3.4 GLOBAL STANDING ORDERS

For many of the U.N. specialized agencies and intergovernmental organizations, the Library has established a GLOBAL STANDING ORDER whereby it receives a large majority of the organization's available publications, including monographs,

serial publications, etc. (A global standing order is distinguished from a standing order, which is usually placed for particular sales publications of an agency.) The global arrangement usually results in fairly complete coverage of the organization's publications and the organization. The extent of coverage of each global standing order is as follows:

a) UNESCO (United Nations Educational Scientific and Cultural Organization)

Complete coverage since 1972 of available publications including document series, book subscriptions, and periodical subscriptions.

b) Organization of American States. (O.A.S.)

All publications including official records and technical publications, since 1971.

c) Food and Agriculture Organization of the U.N. (F.A.O.)

Since 1971, the Library has had an "inclusive" order which includes priced printed publications.

d) World Health Organization (W.H.O.)

Since 1971, all publications normally distributed to libraries.

e) International Labour Office. (I.L.O.)

Complete coverage for all publications since 1971.

f) Organization for Economic Cooperation & Development. (O.E.C.D.)

All publications received by the Library since 1971.

Items published by the above organizations frequently appear in the National Bibliographies but should NOT be marked by selectors except for a special reason, e.g. if a copy is wanted in E.M.S.

3.5 FREE MAILING LIST

Many government publications are sent to the Library at no cost through an arrangement with government departments in several countries at the federal, provincial, and municipal levels.

a) Canada. The library receives material free from most federal and provincial departments. Items received include annual reports, geological publications, technological reports, and news releases. Materials received regularly without charge are usually serials, although staff studies and reports will often be sent as well.

b) United States. As with the Canadian material, the Library receives publications from the United States from selected government departments. These also may be serials and are usually annual reports, geological publications, technical reports, and news releases.

c) Great Britain. Annual reports, technical surveys, and reports are sent to the Library without charge.

3.6 AFRICAN IMPRINT LIBRARY SERVICES

The Government Publicaticns Department acquires government publications from many African nations through African Imprint Library Services, a company based in Bedford, New York. They send us publications based on a profile they have of our requirements. We select from the material they send, and return the remainder. The kinds of material we retain include important periodicals, census material, planning information, various statistical publications and any other material related to areas of study in the University. African Imprint Library Services also offers the same kind of service with respect to Caribbean documents.

3.7 ARTS LIBRARY COLLECTION

The material located in the Government Publications Department supports the humanities and the social sciences and primarily serves the Faculty of Arts, the Faculty of Environmental Studies, and the Faculty of Human Kinetics and Leisure Studies. Examples are: legislative materials, statistics, government reports on such issues as environment, economics and planning and governmental organization. Material requested by the Arts selectors is housed in the Government Publications Department.

3.8 E.M.S. LIBRARY COLLECTION

Publications located in E.M.S. include items published by governments in the fields of engineering, science and mathematics. Examples are: geological publications, and technical reports from Atomic Energy of Canada, N.A.S.A., and the Defense Research Board. Material ordered by the E.M.S. selectors is housed in the E.M.S. Library.

3.9 BUDGET

Funds are allocated to the Government Publications Department on an annual basis. The Government Publications budget supports the deposit accounts, (see below) and the purchasing of items selected by the government publications librarians. For material of specialized interest or expensive items, the cost may be shared with other departments; for example, the Collection on the Slave Trade from the Public Record Office of Great Britain is paid for by three departments.

Government Publications ordered by Arts and E.M.S. selectors are charged to their departmental allocations, unless the material is obtained through the deposit accounts; for example, an atlas published by the National Research Council on Astronomy will be paid for by the Physics Department.

3.10 DEPOSIT ACCCUNTS

At the beginning of the budget year a portion of the Government Publications Budget is placed in the following deposit accounts:

a. Ontario Queen's Printer
b. Superintendent of Documents, U.S.
c. National Technical Information Service (N.T.I.S.)
d. Bernan Associates (for some U.S. material)
e. H.M.S.O. (Great Britain)
f. Australian Government Publishing Service
g. E.R.I.C. (Educational Resources Information Centre)

Material purchased from Supply and Services Canada and from the Editeur Officiel du Quebec are paid for through a billing system established by those agencies. Material requested by selectors and ordered through these sources are paid for by the Government Publications budget.

Material requested by selectors and ordered through the above sources is paid for by the Government Publications Budget <u>regardless</u> of cost or ultimate location of material.

Chapter 4

MATERIAL NOT COVERED BY APPROVAL PLANS AND STANDING ORDERS

4.1 MONOGRAPHS

4.1.1 Introduction

To build and maintain the library collection, several tools are used by UW selectors. Inadvertent duplication should be avoided.

4.1.2 Items to Look for

a) Material for the first and second university years, in accordance with the relevant departmental collection development policy. The dealers' agreements specify that the dealers are to select advanced university level only.

b) Reprints, as needed. The dealers do not send them on approval.

c) Titles costing over $75.00. They are not sent on approval.

d) Non-print material in accordance with the departmental collection development policy.

e) Directories, as needed.

f) Annuals and year books.

g) Subject bibliographies.

h) Indexes and abstracts.

i) Abridgments, as needed.

j) Some translations, as needed. Translations into English, except in the areas of literature and history, are sent by Coutts and Blackwell; Harrassowitz includes translations into English except for belles-lettres.

k) Material from publishers which escape the usual net, e.g. some Irish presses and the publishers who do not sell to us via Coutts. (Each selector has a list in his desk of publishers from whom Coutts cannot obtain publications).

l) English language material (not translations) published in continental Europe and in Asia. Exception: material covered by the Harrassowitz approval plan (see APPENDIX).

m) Series that are not starred (*) in the current UW Serials List or in the current Government Publications lists.

n) Individual government publications, in accordance with the departmental collection development policy. (See chapter on Government Publications, for material on standing order.)

o) New journals.

4.1.3 Additional Material to Watch for on Specific Bibliographhies

a) Weekly Record (WR). Published weekly by Bowker, this is a "conscientious listing of current American book publications ..." (See introduction to WR.) Selectors should watch for the Canadian and American publishers that Coutts does not handle.

b) British National Bibliography (BNB). Oxford University Press, Cambridge University Press, Macmillan, Pergamon, Butterworth should be noted. These publishers appear in WR but should be marked in BNB only.

c) Deutsche Bibliographie
National bibliography, Germany.

Oesterreichische, Bibliographie.
National Bibliography, Austria.

Das Schweizer Buch, Le Livre Suisse, Il libre Svizzero
(Schweizer Buch).
National Bibliography, Switzerland.

Springer-Verlag should be noted, and marked in Deutsche Bibliographie only. Non-English language material is to be considered in accordance with the departmental collection development policy.

d) Nieuwsblad. (National bibliography, Netherlands). None of this material comes on an approval plan.

English language material not provided through the agreements with Coutts or Blackwell, should be noted, especially material from the publishers North Holland, Noordhoff, Elsevier, Reidel, Sijthoff.

Non-English language material is considered in accordance with the departmental collection development policy.

e) Les Livres du mois, France.

Les Livres du mois, classified by subject, is circulated to selectors. Blancheteau, the UW dealer in France, sends his own list of suggestions along with the corresponding Les livres du mois. Titles appearing on both lists are ticked in red by Blancheteau on Les livres du mois.

None of this material comes on approval. Selectors may work from either or both lists. The Blancheteau list is alphabetic and usually provides more information than Les livres du mois. The Blancheteau list includes some Belgian and Swiss titles, which are ticked in red by Blancheteau.

Selections made at UW are to be marked on the Blancheteau list; if the desired title does not appear on the Blancheteau list, Les Livres du mois should be marked.

Non-English language material is considered in accordance with the departmental collection development policy.

4.1.4 Dealers' & Publishers' In-print Catalogues and Flyers

4.1.4.1 Use

These are used to fill gaps in the collection and to consider material not drawn to the selector's attention through other sources.

4.1.4.2 Why Distinguish Between Dealers and Publishers

To make a firm order, the Acquisitions Department needs the name of the publisher, so it is important for the selector to know whether he has a dealer's or a publisher's catalogue.

4.1.4.3 How to Distinguish Between Dealers and Publishers

Some dealers do not identify themselves as such; e.g. James Thin. Some dealers and some publishers who act as distributors for other publishers do not identify individual publishers.

(1) For up-to-date information the selector may phone Acquisitions, ext. 2280.

(2) The selector may recognize that an author or title is associated with a different publisher from the given catalogue's publisher.

(3) The high order digits of the ISBN may differ, indicating different publishers.

4.1.5 Journal Reviews, and Cards From Choice

The main value of these reviews, for UW selectors, is that they may cover publications that do not appear in Weekly Record.

Journal reviews are also used for evaluation of textbooks. Textbooks usually are ordered selectively.

4.1.6 Other Sources of Selection

(1) Advertisements in journals.

(2) Acquisition lists from other libraries.

(3) Bibliographies.

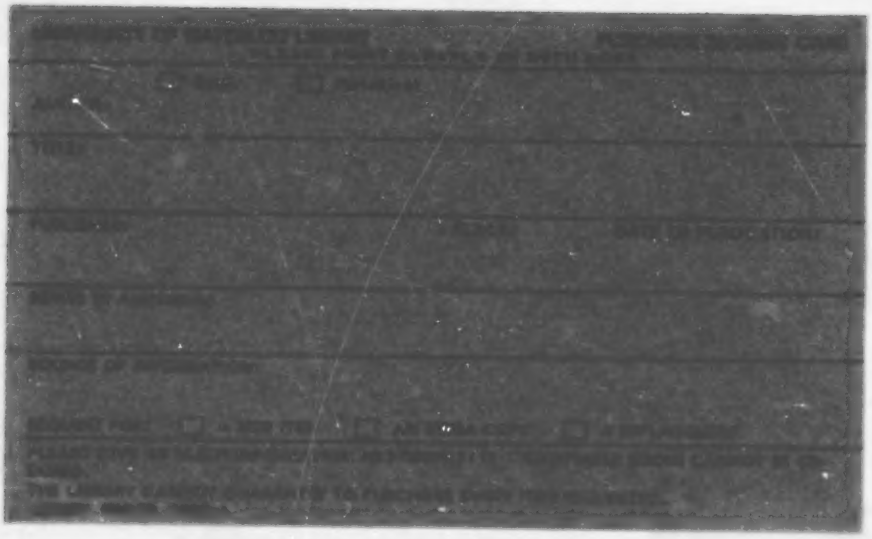
(4) Plexes from Coutts and Harrassowitz. Titles are to be requested from the country of origin.

(5) Interlibrary loan requests. Selectors get cancelled Interlibrary Loan forms from time to time. Material that is frequently requested may be considered for selection.

(6) Recommendations made by users at Circulation and Reference desks. (See EXAMPLE: Purchase Request Card.) The signed forms are sent to selectors for consideration.

(7) Faculty requests. These are made on the same forms selectors use, and are sent to the selector. How a selector deals with faculty requests is as much a matter of liaison as of selection.

Example III.4.1: PURCHASE REQUEST CARD



4.1.7 Year of Publication

Only some catalogues have new material on lists separate from the rest of their in-print material. "New" should not be taken literally; in some cases it means 5 years old. Flyers particularly are rarely dated and may be sent out as "new" for a few years. Unless the year is given, it should be checked in BIP, etc.

Monographs slated for publication in the future calendar year should not be requested if they are likely to come on the approval plan. Exceptions: limited editions and items with special pre-publication prices.

If the publisher is not covered by the approval plan, material with prior and current imprint years can be ordered. For current material, the selector should write "order" and his initials in the Special Instructions block of the request form. If he does not have full signing authority, he may prefer to write "This material will not be coming via approval plan" rather than "order". Either designation is acceptable to the Acquisitions Department.

If the publisher is covered by the approval plan:

(a) and the imprint date is the current calendar year, the selector should assume the material will come on the approval plan, or have a card made for the Current File (Arts) or Approval File (E.M.S.). For E.M.S. the item should be marked with the department name and '@'.

(b) publications in the previous calendar year can be requested after the cut-off days established each year by the library.

The cut-off dates in effect for 1976 imprints were:

Coutts	July 1, 1977
Blackwell	July 1, 1977
Harrassowitz	January 1, 1978

(c) publications prior to the previous year can be requested.

4.1.8 Doctoral Dissertations From Outside North America

If a thesis is required as part of the Library's permanent collection it should be ordered. However, if the thesis is required to support research, it should be borrowed from the Center for Research Libraries.

4.2 SERIALS

4.2.1 Notice of New Titles

Notice of new journals and series is provided by publishers' brochures, advertisements in journals, entries in national bibliographies, acquisition lists of other libraries, Current Contents and some abstracting services such as BIOSIS.

4.2.2 Faculty Involvement in Selection

Because of the high and continuing cost of serials and the substantial commitment of space they require, the faculty is usually consulted in serials selection. How frequently a selector notifies faculty of new serial titles will depend on his own arrangements with the faculty in his subject area.

4.2.3 Constraints on Selection of New Serials

New subscriptions, standing orders, memberships, and publisher services may be initiated for a department subject to the following constraints:

a) the proportion of the funds total book budget represented by current serials, excluding monographic series, may not exceed 85%.

b) the proportion of the total annual book budget allocation for the University Library, excluding monographic series, may not exceed 55%.

c) the department has sufficient uncommitted funds available to meet the subscription price at the time the order is placed. That is, no subscription will be placed for a department which can only pay for it by cancelling a current one until the real savings on the cancellation are effected.

4.2.4 Priorities in Selection of New Serials

Selectors must assign a priority value to each title they select, based on expected usage and the availability of the title at other universities in the region and at the Center for Research Libraries.

4.2.5 Serial Back Orders

For constraints on requests for back issues of serials, see under 'Acquisition Procedures'.

Chapter 5

RETROSPECTIVE SELECTION

5.1 DEFINITION

Retrospective selection may be regarded as selection of material published before the period covered by the current approval plans, i.e. material published before the present or past year. (The cut-off date for the approval plans may change annually.)

5.2 OCCASIONS FOR RETROSPECTIVE SELECTION

(a) Material in new subject areas may be required as new courses of instruction or new areas of research are introduced at the University.

(b) The basic collection on a specific subject area may have been begun so recently that it is not yet complete.

(c) Classics which are wanted but were previously unobtainable are now available (e.g. as reprints).

(d) Items previously requested as in-print but which were unobtainable may appear in out-of-print dealers' catalogues.

(e) Some parts of the collection may need strengthening because of losses, insufficient funds in previous years, constantly depleted shelves or increased popularity of the material.

5.3 METHODS

The degree to which retrospective selection will be undertaken depends on the present needs of each department (as set forth in the collection development policy statement, and as modified by continuing consultation with the faculty) in the context of the present collection.

The reason for undertaking retrospective selection will largely determine the method; e.g. selection of material published before 1900, or 1970, requires different approaches than those required for 1970 to 1975 publications.

5.3.1 Journals, Brochures etc.

Information about some retrospective publications is encountered in the course of selecting current non-approval material; e.g. in journals, dealers' catalogues, brochures, etc.

5.3.2 Books In Print

Selection from Books in Print may be sufficient to bring a collection up to the level desired, and to overcome any early inadequacies in the approval plan. BIP is especially useful when very little is published in a field. Adequate selection from material in print may avoid the necessity of acquiring material in more expensive ways.

5.3.3 Bibliographies in Current Journal Articles

If the selector needs material in an aspect of the field which is new to him and which is too new to appear in monographic bibliographies, he may use the bibliographies in current journal articles on the topic. To find extensive bibliographies attached to current review articles, a selector may use the Science Citation Index or Social Sciences Citation Index.

5.3.4 A Comprehensive Approach

5.3.4.1 Identifying Authors for a Subject

Authors who have written on a subject may be identified by the use of tools such as guides to the literature, other bibliographies with subject access, encyclopaedias, histories, treatises, and so on, that pertain to the topic about which the collection is to be built. These tools often list, as well, important works of individual authors. This is especially true of the large bibliographies with subject access, such as national bibliographies (e.g. "NUC" and the Deutsche Bibliographie) and the national book trade listings (e.g. British Books in Print and Biblio). A complete search-by-subject of these latter bibliographies may, however, be rather lengthy.

5.3.4.2 Identifying Publications of the Author

Once an important author has been identified, one must identify appropriate publications by that author.

Biographical dictionaries specific to a country or to a subject, (e.g. Dictionary of National Biography and Dictionary of Scientific Biography) are often a very good place to find listings of the principal writings of an author. They may even provide a fairly complete bibliography. In addition, they will often give useful remarks about the relative merits of various editions. Such information may be especially useful if one is interested in a "collected works" of an author, since here various editions may differ considerably.

Other important sources are the author indexes to the various national bibliographies and national book trade listings (as mentioned above).

5.3.4.3 Availability of the Publications

The selector now has enough information to order a title. If, however, the ready availability or price of a title is an important consideration, the selector may go one step further, and use the "in-print" listings. These listings, such as Books in Print, British Books in Print, and Verzeichnis Lieferbarer Bucher, are useful sources of fairly reliable information on prices and availability. However, for one reason or another certain publishers, sometimes quite scholarly ones, do not list their titles in the appropriate national in-print listings.

The selector may also use in-print listings by form, such as Guide to Reprints, Bibliographia Anastatica, Guide to Microforms in Print, etc.

5.4 PUBLISHER/DEALER APPROACH

5.4.1 Identifying Publishers and Dealers for a Subject

Publishers, second-hand dealers and antiquarian dealers specializing in a desired subject may be determined by using directories of the book-trade industry. Listings such as American Book Trade Directory, Literary Market Place, International Literary Market Place, and Publisher's International Directory all have some sort of subject or specialty approach. It is important to note that some listings include only publishers, some include only second-hand and antiquarian dealers, and still others are quite inclusive in their coverage of the book trade.

5.4.2 Identifying Publications from Publishers and Dealers

Once a publisher or dealer has been determined, the selector should determine whether a catalogue is available. (Publishers' Trade List Annual reproduces publication information from the majority of major American publishers.) If a catalogue is not available, one may be requested from the publisher or dealer. A selector may also ask to be put on the mailing list (although it is often unnecessary to ask).

Note: When going through dealers' catalogues, selectors should also be watching for items they have had placed on the Desiderata List (see below).

5.4.3 Dealers' Catalogues

Out-of-print or antiquarian catalogues pose special problems in acquisition. There is usually some urgency in indicating an interest in an item in a dealer's catalogue since the dealer usually has no more than one copy of each item. Information on the special procedure for ordering from dealer's catalogues, appears in the part on acquisition procedures.

5.5 ONE YEAR SEARCH

Occasionally, the Acquisitions Department may not be able to obtain an item the selector has ordered. After an order has been put on "Please Search" for a year, with no result, the selector will be advised that the one year search did not produce the item, and that the order has been cancelled.

Chapter 6

THE CENTER FOR RESEARCH LIBRARIES

6.1 INTRODUCTION

The University of Waterloo Library became a member of the Center for Research Libraries on January 1, 1977. The Center, located in Chicago, has a collection of over three million volumes of materials important for research.

Any material owned by the Center can be borrowed by a member library for research use by its readers. Accordingly the Center's holdings should be considered an extension of the University of Waterloo Library's holdings. Selectors are advised to become familiar with the nature and scope of the materials available from the Center, so that they can take them into consideration when deciding on priorities for new titles to be purchased with University of Waterloo Library funds. For example, back issues of Serials available at the Center will not normally be ordered unless it can be demonstrated that the material is required for extensive undergraduate use.

6.2 ACCESS AND USE

Materials may be kept for as long as needed, rather than for only two weeks as with the usual interlibrary loan, although they remain subject to recall if needed by another reader. Since the materials are intended for research use only, they may not be assigned to reserve book reading rooms for class use.

Material borrowed from the Center can usually be available within three to four days after the request is made. Readers may not send their requests directly to the Center but must make them through the Library's Interlibrary Loan Department, which sends the requests by Telex.

6.3 MATERIALS AVAILABLE

The policy of the Center is to acquire directly by purchase, exchange or gift, materials which are needed for research but not readily available in the member's own collection, and whose use can be shared without handicap. Directly acquired material includes both newly published titles and older printed works and archives, the latter usually in microform.

For the following categories of materials the Center will acquire and lend any accessible title needed for present research that it does not already have: foreign doctoral dissertations, microfilms of U.S. or foreign newspaper files, and microfilms of the U.S. or foreign archives, public or private.

6.4 COLLECTION DEVELOPMENT POLICY

Purchase proposals by member libraries are the primary means by which the Center decides to make large, one-time purchases. When a member institution recommends a title or collection to the Center, a description of the recommended material is sent to all full members, who are asked to vote on each proposal. Whether the Center buys or not depends on the wishes of the majority and the limitations imposed by the budget.

For more detailed information on the Center for Research Libraries, each selector should consult his own copy of the Center's Handbook, the brochure Library Materials Available for Research, or the catalogue of the Center's holdings.

Chapter 7

SELECTORS' RECORDS

7.1 SELECTION NOTES: POLICY AND PROCEDURES

Each selector has copies of the Collection Development Policy and the detailed budget request (including this year's collection development goals) for the department(s) with which he deals. He also has copies of any refinements made with the approval plan dealers regarding his subject areas.

Each selector works out his own arrangements with his faculty, within the terms of overall library policy and procedures. Notes are useful for reference. They may include specific items such as "watch for ...", "buy ... occasionally". They may include information regarding whether any, all, or no faculty want to be notified of the outcome of their book and serial requests, and whether the faculty library representative wants to be informed of all transactions between the selector and faculty, except for special reasons.

7.2 FILES

The Library does not require that a selector construct and maintain files such as those described below. Some selectors and some faculty find such files useful in bibliographic control of the collection.

(a) Serials listed by fund

Each selector has a machine-produced list from April 1975. This list did not include journals that had been on subscription less than 3 years. As of December, 1977 and annually thereafter, each selector will be given two serials lists by fund. One list will show new titles (those on subscription less than 3 years) to be reviewed. The other list will show all other current titles paid for by the fund.

Selectors may want to keep records of one or more of the following:

i) which serials were recently cancelled and the date of cancellation. Serials cannot be

reinstated within two years of cancellation.

ii) which series (perhaps previously on standing order) they are to watch for and order selectively.

iii) which series were such a disappointment that no more items from them are wanted.

iv) who recommended each serial, and what priority was given to it.

v) titles relevant to his department that are funded by other departments.

vi) active titles funded by a department. The first charge against the departmental book budget each year is computed by adding the total number of commitments and expenditures for serial titles for the past year and the anticipated inflation rate for the coming fiscal year.
The selector may find it useful to know how many active titles are funded by his department. The average cost of serials can be found on the Library Book Budget Request Form. In times of rapid and large inflation, an inflation factor needs to be added to the previous year's average price.

(b) Ongoing multi-volume sets

Some of these standing orders continue over several years. A selector may want to keep his own list, to avoid requesting the same title twice, and to consider these titles in any evaluation of the overall collection development in his area. A list can be compiled and maintained from the standing orders grouped together at the beginning of each department fund in the Fund File in the Acquisitions Department.

As with serials, these standing orders are part of the first charge against a book budget. The number of titles involved is multiplied by the average cost of one monograph for the department. Some multi-volume sets have one volume published in two years; some may have two or three volumes published in one year. In committing the book budget, it is assumed that on an average, there will be one volume published per set per year. The previous year's average price is recorded on the Library Book Budget Request Form. In projecting the amount of money he will have for current selection of monographs, the selector needs to know how much of his budget will be committed for ongoing 'standing orders to completion'.

(c) Subdivisions by subject of departmental book funds

According to his arrangements with faculty, a selector may find it useful to keep a record of the number of titles, and/or prices of items requested in various subdivisions of his subject field.

A selector may keep such records on a temporary basis for his own evaluation of collection development.

(d) Publishers to check

The selector may keep a list of publishers to check particularly, because their material could, but rarely does, come on approval.

(e) Subject areas of interest to two departments

The selector may keep a note of subject subdivisions which are collection level D or E in his department but may be rated A or B in another department.

Appendix A

AGREEMENT, JOHN COUTTS LIBRARY SERVICES LTD. - CANADIAN AND U. S. BOOKS

Coutts

Agreement between the University of Waterloo Library and John Coutts Library Services Limited on the purchase of Canadian books

Section 1

Under this agreement the Company will supply to the Library one copy of each book published in Canada with imprint date 1970 or later, subject to the conditions outlined below.

The books must be of a level appropriate to a university library.

Certain categories of material, detailed in Section 2 below will be excluded from the agreement.

Material judged by the Library to be inappropriate or outside the terms of the agreement will be returned to the Company. Such returns will be explained with a view to clarification of the Library's requirements. The intention of both parties is to arrive at a situation in which the Library receives all of the Canadian material it requires, and receives none it does not require.

Material will be sent to: DSO Section,
Acquisitions Division,
The Library,
University of Waterloo,
WATERLOO, Ontario.

Each title sent will be accompanied by a deck of multiple order forms prepared and supplied by the Company. The multiple order forms will be in a form acceptable to both parties.

Invoices will be sent with the books.

Shipments will be made weekly or more frequently.

Section 2

Include

1) Material in all languages published originally in Canada, regardless of where printed.

2) Sets. Complete works in more than one volume.

3) New fiction for adults.

4) Translations into English, and translations of English literary works into French.

Exclude

1) Extracts, separates, abridgements.

2) Reprints. But include new editions with substantial revisions or additions.

3) Titles costing more than $75. The Company will advise the Library about expensive publications which, if wanted, will be specifically ordered.

4) Textbooks below the level of advanced university study.

5) Children's books.

6) Music scores.

7) Serials and numbered publications in series.

8) Non-book materials; phonograph records, films, etc.

9) Maps.

10) Material appearing in fascicules.

11) Legal materials -- copies of laws, codes, constitutions, treaties. But include material discussing legal issues from a social-scientific viewpoint.

12) Agricultural materials. But include agricultural economics.

13) Devotional literature, doctrinal theology.

14) Medicine. But include history of medicine, medical biography.

15) Directories.

16) Handicrafts.

17) Home economics.

18) Calendars and almanacs.

19) Popular science.

20) Instructional manuals, how-to books, self-help books.

21) Government publications.

This agreement will continue in force, subject to cancellation by either party on thirty days' written notice.

January 27, 1970

John Coutts, John Coutts, Library Services Limited.	William Watson, University Librarian, University of Waterloo.

Agreement between the University of Waterloo Library and Richard Abel & Company, Inc., on the purchase of books.

Section 1

Under this agreement the Company will supply to the library one copy of each book published in the English language in the United States with imprint date 1970 or later, subject to the conditions outlined below.

The books must be of a level appropriate to a University Library.

Certain categories of material, detailed in Section 3 below, will be excluded.

Material judged by the library to be inappropriate or outside the terms of the agreement will be returned to the company. Such returns will be explained, when it seems necessary, with a view to clarification of the Library's requirements.

It is recognized by both parties that the approval plan is intended not to replace but to supplement the book selection process which is the responsibility of the library.

It is further recognized that the specification of inclusions and exclusions cannot be precise, full, and altogether objective, but rather that they are guide-lines. Certain kinds of material, for example "text-books", are not readily identifiable. Moreover, the Library will want certain "text-books" but not others.

In the initial stages of the agreement, the Company will tend towards fullness in its coverage. Experience will indicate more precisely what is required and what kinds of material should be held back by the Company or brought to the attention of the Library on notice-forms.

Notice-forms will be sent for books designated as "British origin of contents"; for English-language books originating outside of North America, South America, Europe (including the United Kingdom and Eire); and for books

published jointly in the United States and elsewhere in North America, South America, Europe (including the United Kingdom and Eire).

Books are to be selected and shipped as soon as they are available to:

D.S.O. Section
Acquisitions Department
The Library
University of Waterloo
Waterloo, Ontario
Canada

Each title sent will be accompanied with a deck of multiple order forms supplied by the Company.

The Company will send invoices in the form of nine-part 3 x 5 multiple order forms in the books. These invoices will be separate and distinct from invoices for other material ordered by the Library.

Annotated copies of Publishers' Weekly will be supplied to the Library.

Section 2

Sets and Series

1) Include sets:, complete works in more than one volume. Sets published over a number of years will be treated as follows: the first volume of such a set will be supplied on approval and if the Library chooses to retain and complete the set it will place a continuation order with the Company.
2) Series. Annuals and yearbooks will be excluded. Publishers' series, whether numbered or unnumbered, will be included. Numbered and sub-numbered series publications of societies and institutions, together with proceedings, symposia, and conference reports, are to be included unless the item can be identified as second or subsequent number.

Section 3

Exclude:

1) Translations, except for translations into English.
2) Extracts, separates, abridgements.
3) Reprints.
4) Unchanged new editions.
5) Titles costing more than 75 dollars. The Company will advise the Library about expensive publications which, if wanted, will be separately ordered.
6) Textbooks below the level of advanced University study.
7) Children's books.
8) Music scores.
9) Non-book materials; phono records, films, etc.
10) Maps.
11) Material appearing in fascicules.
12) Government publications.
13) Periodical publications.
14) Calendars and almanacs.

Section 4

Subject Guide of Library Requirements

A. General works - polygraphy

Include A.

B. Philosophy - religion

Include B, BC, BF, BL, but exclude devotional literature, doctrinal theology, practical theology.

C. History - auxiliary sciences

Include C, but exclude all but especially important works on heraldry and geneology.

D. History and topography (except America)

Include D

E-F. America

Include E-F, emphasizing scholarly works, documents and other source materials. Exclude popularizations, popular travel works, tour guides.

G. Geography - anthropology

Include G, GN, GV. Exclude popular atlases. Be selective in GV.

H. Social sciences

Include H, HA, HB, HF, HM, HV. Be selective in HA (statistics), HF (business, accounting, advertising).

J. Political science

Include J. Exclude government documents.

K. Law

Exclude K.

L. Education

Include L, LD, but exclude LB except for LB 1051-1140, exclude LC except for LC 71-245, exclude LJ and LT.

The University does not offer a program in Education, except in the special field of Kinesiology and Recreation, and so is not concerned with

pedagogy as such. However, other faculties and departments require materials in the philosophical, sociological and psychological aspects of education of the retarded, emotionally disturbed and handicapped.

M. Music

Include books about music. Exclude musical scores, librettos, musical instruction and study.

N. Fine arts

Include N, NK. Exclude books of drawings, paintings, photographs, unless accompanied by scholarly text. Exclude how-to books, collectors' hand books.

P. Language and literature

Include P, PN. Exclude PB 1201-3029, PH, PJ, PK, PL, PM, PZ.

Q. Science

Include Q, QA, QH.

R. Medicine.

Include only works dealing with the social aspects of medicine; medicine as it relates to the other sciences (Biology, microbiology, biochemistry, etc.); Physiology; Optometry; the physiological responses to drugs; and physical fitness.

S. Agriculture

Include SB 621-791, SH 1-399. Send flexes for other S, SB, SD.

T. Technology

Include T, TA, TJ, TK. Exclude TT, TX, popular technology, shop manuals, trade manuals.

U. Military science

Exclude all but UG.

V. Naval science

Exclude all but VK (tide and current tables for North America) and VM.

Z. Bibliography and library science.

Include.

Abel Code - Revised

Abel Class Codes	L. C. Classes
A	AC - AZ
B	B, BD, BH, BJ
BC	BC
BF	BF (and psychiatry)
BL	BL - BX except Mythology (CN)
C	CB - CT
D	D - DX
E - F	E, F
G	G, GA
GN	GF - GT (includes mythology)
GV	GV
H	H
HA	HA
HB	HB - HD
HF	HE - HJ
HM	HM - HT
HV	HV
J	HX, J - JX
K	K
L	L - LC
LD	LD - LJ
LT	LT
M	M - MT
N	N - NE
NK	NK, TT, TX
P	P - PM
PN	PN - PT
PZ	PZ
Q	CB, GC, Q, QB - QE, TN, TP
QA	QA
QH	QH - QR
R	R - RJ (psychiatry is BF), RL - RM, RV - RZ
RK	RK
RS	RS
RT	RT
S	S - SK
T	T, TR, TS
TA	TA - TH
TJ	TJ, TL
TK	TK
TX	Cookery
UV	U, V
Z	Z

Class Codes	L. C. Classes	
A	AC - AZ	General Works
B	B, BD	Philosophy - collections, Metaphysics
	BH, BJ	Esthetics, Ethics
BC	BC	Logic
BF	BF	Psychology
BL	BL - BX	Religion, Theology
C	C - CT	History - Auxiliary Sciences
D	D - DX	History and Topology
E - F	E - F	America, United States
G	G, GA	Geography, Mathematical & Astronomical Geography
GN	GF - GT	Anthropogeography, Anthropology, Folklore, Manners&Cus
GV	GV	Sports & amusements, Games
H	H	Social Sciences (General)
HA	HA	Statistics
HB	HB - HD	Economic theory, Economic history & conditions, Econo history: Agriculture and industries
HF	HE - HJ	Transportation&Communication, Commerce, Finance, Pub Finance
HM	HM - HT	Sociology, Social history, Social groups, Associations, Communities
HV	HV	Social Pathology, Philanthropy, Charities
J	HX	Socialism, Communism, Anarchism, Bolshevism
	J - JX	Political Science
K	K	Law
L	L - LC	Education: General works, History, Theory&practice, Teaching, Special Forms
LD	LD - LJ	Universities & colleges
LT	LT	Textbooks (rarely used)
M	M - MT	Music
N	N - NE	Fine Arts: General, Architecture, Sculpture, Graphic Art Painting, Engraving, Prints
NK	NL	Art applied to industry, Decoration&Ornament, Landscap Gardening, Photography
	TT - TX	Trades, Domestic Science
P	P - PM	Language, Oriental Language&Literature. Hyperborean, American & Artificial Languages
PN	PN - PT	Literature of the Western World (exclusive of fiction
PZ	PZ	Fiction & (rarely) Juvenile Literature
Q	Q, QB-QE	Science(General), Astronomy, Physics, Chemistry, Geology
	TN, TP	Mineral Industries, Chemical Technology
QA	QA	Mathematics
QH	QH - QR	Natural history, Botany, Zoology, Human Anatomy, Physiology, Bacteriology
R	R-RJ, RL, RM, RV-RZ	Medicine except following:
RK	RK	Dentistry
RS	RS	Pharmacy & materia medica
RT	RT	Nursing
S	S	Agriculture - Plant and Animal industry
T	T	Technology (General)
	TR, TS	Photography, Manufactures
TA	TA - TH	Engineering & Building Group
	TJ, TL	Mechanical engineering & machinery & Motor Vehicles, Cycles, Aeronautics
TK	TK	Electrical Engineering & Industries
UV	U, V	Military, Naval Science
Z	Z	Bibliography & Library Science

GB
GC
SB

Appendix B

AGREEMENT, B.H. BLACKWELL LTD. - BRITISH BOOKS

Blackwell

Agreement between the University of Waterloo Library and B.H. Blackwell Ltd. on the purchase of books.

Section 1

Under this agreement the Company will supply to the Library one copy of each book published in Great Britain with imprint date 1970 or later, subject to the conditions outlined below.

The books must be of a level appropriate to a University Library.

Certain categories of material, detailed in Section 3 below, will be excluded.

Material judged by the library to be inappropriate or outside the terms of the agreement will be returned to the company. Such returns will be explained, with a view to clarification of the library's requirements.

Selection will be related to the British National Bibliography. A copy of the weekly edition of the B.N.B., marked with a (✓) for those publications being send and with a (?) for those about which there is uncertainty as to whether they should be sent, are to be airmailed regularly to the library.

Material will be sent to: D.S.O. Section
Acquisitions Department
The Library
University of Waterloo
Waterloo, Ontario
Canada

Each title will be accompanied by a set of multiple order forms supplied by the library.

Invoices will be sent with the books.

Shipments will be made regularly, preferably on a weekly basis, and without waiting for entries to appear in the B.N.B.

Section 2

Sets and Series

1) Include sets, complete works in more than one volume. Sets published over a number of years will be treated as follows: the first volume of such a set will be supplied, and if the library chooses to complete the set it will place a continuation order with the company.

2) Series. Annuals and year books will be queried. Publishers' series, whether numbered or unnumbered, will be included. Numbered and subnumbered series publications of societies and institutions, together with proceedings, symposia, and conference reports, are to be included unless the item can be identified as a second or subsequent number. For second and subsequent numbers, the company will not supply unless a standing order has been placed.

Section 3

Exclude:

1) Extracts, separates, abridgements.
2) Unchanged new editions.
3) Textbooks below the level of advanced university study.
4) Children's books.
5) Music scores.
6) Non-book materials; phono records, films, etc.
7) Maps.
8) Material appearing in fascicules.
9) Periodicals.
10) Government publications; H.M.S.O., U.N., etc.
11) Titles issued by the London offices of foreign publishers.

Section 4

Query:

1) Translations.

2) Reprints.

3) Titles costing more than 25 pounds.

Section 5

Subject guide of library requirements.

000. General works. Include, but exclude 028, Reading aids and habits; 050, General periodicals; and query 030, General encyclopaedia.

100. Philosophy, psychology. Include.

200. Religion. Include, but exclude devotional literature, doctrinal theology, practical theology.

300. Social sciences. Include, but note the following reservations:

340. Law. The University does not offer a program in Law, and does not require publications on the practice of law or legal documents (codes, treaties, constitutions.) Wanted are publications on the sociological aspects of Law.

352. Local government. Exclude materials dealing with individual local governments.

355-359. Military forces (etc.) Exclude military and naval science, theory, strategy, tactics; exclude regimental histories, the histories of battles and campaigns. Include military history as a part of political history; military operational research; military and marine engineering.

370. Education.

The University does not offer a program in Education, except

in the special field of Kinesiology and Recreation, and so is not concerned with pedagogy as such. However, other faculties and departments require materials on the philosophical, sociological and psychological aspects of education. Include

- general works on Education, aimed rather at the educated layman than at the professional educator
- the philosophy of education
- the sociological aspects of education
- educational psychology and child study
- the education of the retarded, emotionally disturbed and handicapped
- university education

400. Languages. Include, but confine selection to materials on languages and linguistics in general, and materials on English, German, French, Italian, Spanish, Latin, Greek and Slavic languages.

500. Science. Include.

600. Technology. Include, subject to the following reservations:

610. Medicine. Include only works dealing with the social aspects of medicine; medicine as it relates to the other sciences (Biology, Microbiology, Biochemistry, etc.); Physiology; Optometry; the physiological responses to drugs; and physical fitness. The University does not offer a program in Medicine, but does offer programs in Biology, Chemistry, Kinesiology, Man-environment, Optometry and Physics, which involve studies of anatomy, histology, embryology, genetics, physiology, zoology,

microbiology, biochemistry, biophysics, physiological optics, pathology, pharmacology, physical movement of man, sport, health.

630-39. Agriculture, etc. Exclude works on the technological aspects of agriculture, forestry, gardening, livestock, etc. The University is concerned with the scientific (e.g. plant pathology) and the social (e.g. agricultural economics) aspects of these subjects.

640. Domestic economy. Exclude.

647-94. Hotels, inns. Exclude.

700. Fine arts. Include, but exclude 793-795, indoor games and amusements.

800. Literature. Include. A check-list of contemporary authors of poetry, drama and fiction will follow.

900. Universal history. Include.

910. General description and travel. Include.

913. Antiquities. Include.

914-919. Description and travel, special localities. Include, but exclude popular travels, tour guides.

920. Biography. Include.

929. Genealogy, heraldry. Exclude.

930-999. Modern history. Include.

Appendix C

AGREEMENT, HARRASSOWITZ - BOOKS FROM THE GERMAN LANGUAGE AREA

Harrassowitz - final agreement

Agreement between the University of Waterloo Library and Otto Harrassowitz on the purchase of books from the German Language area.

Section 1

Under this agreement the Company will supply to the Library one copy of each book published in the German language area with imprint date 1970 or later, subject to the conditions outlined below.

The German language area will be understood to include West Germany, East Germany, Austria, and Switzerland. Books in the French or Italian languages published in Switzerland will be excluded.

The books must be of a level appropriate to a university library.

The language of a book (except in the case of Swiss books) is to be disregarded providing that it is not a translation. Translations into English, excepting translations of belles-lettres, should be included. When a book is published in more than one language edition (as is frequently the case with publications from Springer, Karger, etc.) the English-language edition is to be preferred; when there is no English-language edition the German is to be preferred.

Selection will be made from Deutsche Bibliographie (weekly edition) Österreichische Bibliographie and Das Schweizer Buch. Copies of these bibliographies, marked with a (✓) for those publications being sent and with a (?) for those about which there is uncertainty as to whether they should be sent, are to be airmailed

regularly to the Library.

Certain categories of material, detailed in section 3 below, will be excluded.

Material judged by the Library to be inappropriate or outside the terms of the agreement will be returned to the Company. Such returns will be explained with a view to clarification of the Library's requirements. The intention of both parties is to arrive at a situation in which the Library receives all of the designated material it requires and receives none it does not require.

Material will be sent to: D.S.O. Section,
Acquisitions Department,
The Library,
University of Waterloo,
Waterloo, Ontario,
Canada.

Each title sent will be accompanied by a deck of multiple order forms supplied by the Library.

Invoices will be sent with the books.

Shipments will be made regularly, preferably on a weekly basis.

Section 2

Sets and Series

1) Include sets, complete works in more than one volume. Sets published over a number of years will be treated as follows: the first volume of such a set will be supplied on approval and if the Library chooses to retain and complete the set it

will place a continuation order with the Company.

2) Series. Annuals and yearbooks will be excluded. Publishers' series, whether numbered or unnumbered, will be included. Numbered and sub-numbered series publications of societies and institutions, together with proceedings, symposia, and conference reports, are to be included unless the item can be identified as a second or subsequent number.

Section 3

Exclude:

1) Translations, except for translations into English, but exclude even English translations of belles-lettres.
2) Extracts, separates, abridgements.
3) Reprints.
4) Unchanged new editions.
5) Titles costing more than 75 dollars. The Company will advise the Library about expensive publications which, if wanted, will be separately ordered.
6) Textbooks below the level of advanced University study.
7) Children's books.
8) Music scores.
9) Non-book materials; phono records, films, etc.
10) Maps.
11) Material appearing in fascicules.
12) Government publications.

13) Periodical publications.

14) Calendars and almanacs.

Section 4

Subject Guide of Library Requirements

1. Allgemeines, Buch und Schrift, Hochschulen

Include Wissenschaftsgeschichte, important works on book industries and trade, writing, printing, publishing, libraries and librarianship, and scholarly works on universities.

2. Religion, Theologie

Include comparative religion, history of religions, philosophy of religions, psychology of religions, church history (except local parishes and monastries), scripture, systematic theology, missions.

Exclude practical theology, devotional literature and doctrinal theology.

3a. Philosophie

3b. Psychologie

4. Recht

Include history of law, philosophy of law.

Exclude publications on the practice of law (codes, treaties, constitutions, laws).

5. Wirtschafts- und Sozialwissenschaften

It is essential that careful selectivity be observed, so that only the most important books are supplied in the economic and social sciences. At the University of Waterloo,

teaching and research in these areas are largely based on English-language materials.

Include economics, geography, urban and regional planning, labor and industrial relations, data processing, operations research, scientific management, sociology, social welfare, crime, journalism.

Exclude accounting and bookkeeping; business practice; social work except for original research and theoretical treatises.

6a. Politik

6b. Wehrwesen

Include only general military and naval history, but not histories of regiments, campaigns and techniques; mathematical and operations research treatises on Wehrwesen.

Exclude military and naval science, theory, strategy, tactics.

7. Sprach-und Literaturwissenschaft.

Include language, literature, linguistics for the German cultural area, Slavic languages, and English.

Exclude all else.

8. Schöne Literatur

Include new works by established authors and by authors coming into prominence.

Exclude translations and light fiction without special social significance.

9. Jugenschriften

Exclude

10. Erziehung, Unterricht, Jugendpflege

Include philosophy of education; sociological aspects of education; university education, but not yearbooks.

Exclude teacher-training, home and private education, adult education.

11. Schulbücher

Exclude

12. Bildende Kunst, Kunstgewerbe

Exclude handicrafts, popular works, items of passing interest.

13. Musik, Tanz, Theater, Film, Rundfunk

Exclude popular works including popular biography.

14. Geschichte, Kulturgeschichte, Volkskunde

Exclude local history, folklore.

15. Erd- und Volkerkunde, Reisen

Exclude popular travels, tourist-guides.

16. Kartenwerke

Include specialized atlases.

Exclude Karten.

17. Medizin

Include history of medicine, physiology, physical medicine and rehabilitation, and works on the biological action of drugs.

Exclude all else.

18. Naturwissenschaften

19. Mathematik

Exclude

20. Technik, Industrie, Gewerbe

The University of Waterloo offers programs at the undergraduate, master's and doctoral level in Chemical, Civil, Electrical and Mechanical Engineering and an undergraduate program in Systems Design. Technological materials supplied should be appropriate to the advanced student and researcher.

Exclude works on crafts, trades, popular technology, shop manuals, trade manuals, building codes, domestic science.

21. Verkehr

22. Land- und Forstwirtschaft, Hauswirtschaft

Exclude

23. Turnen, Sport, Spiele

Include studies of recreational leisure, sports, physical fitness, exercise.

Exclude games of chance, table-games, racing, sky-diving.

24. Verschiedenes, Kalender und Almanache

Exclude

25. Sprechplatten

Exclude

Appendix D

WATERLOO - SUBJECT OUTLINE. USED BY COUTTS

WATERLOO - SUBJECT OUTLINE

approved plan.

GENERAL WORKS - A

1. The following categories are excluded: pamphlet collections, scrapbooks, notes and queries, newspapers, and periodicals (general, humorous and juvenile).

2. The Library requires significant catalogues by major museums only, and general works relating to History of the Sciences in general.

PHILOSOPHY - B

1. The following subjects are excluded: Pastoral Philosophy, and Medical Philosophy.

2. The Library requires broad and in-depth coverage of all other categories, with the exception of Ontology and Cosmology. Works on Social Usages and Etiquette may be sent if of high level.

PSYCHOLOGY - BF

1. Works concerned with Palmistry are to be excluded, as well as all categories of Parapsychology except Hallucinations and Telepathy, and all of Occult Sciences except Ghosts, Demonology and Witchcraft.

2. The Library requires books on all other areas in-depth except for Phrenology and Graphology where only levels 3 and 4 are to be sent. Especially heavy coverage is required for Genetic, Child and Educational Psychology.

RELIGION - BL

1. Exclusions include Practical and Pastoral Theology, and Evangelism and Revivals.

2. The Library requires major scholarly works on Religion, with heavy coverage on major world religions and Missions; general coverage of such areas as Eschatology, Worship and Cultus, History of Christianity, Exegesis, Doctrinal Theology, Apologetics, Biographies of significant theologians, Denominations and Sects (major groups only), and Ecumenism. General coverage is required for Ecclesiastical Theology, including Religious Education.

AUXILIARY SCIENCES OF HISTORY - C, CT

1. The following items are excluded: Bells, Campanology, Crosses, Tokens, Medals and Medallions.

2. The Library requires significant scholarly works concerning all other areas. The Library has a special interest in Mennonite Studies including Genealogy. Biographies are required in general, but there is a special interest in Biographies of Women.

HISTORY: GENERAL AND OLD WORLD - D

1. There are no exclusions.

2. The Library requires significant scholarly works with particular emphasis on British History after 1485, French, German and Russian History, contemporary Chinese and Indian History, and Middle East and Africa, including Imperialism, Colonialism, Comparative Colonialism and the Missionary Invasions, and all Commonwealth History. General coverage for all other areas and periods is required.

HISTORY: THE AMERICAS - E, F

1. Regional histories except for areas adjacent to Canada are to be excluded.

2. The Library requires general coverage of the American Discovery Period, Elements in the Population (but not specific regional groups, (i.e. the Jews in Boston), the period following the Revolutionary War, including the Civil War and Reconstruction; in-depth coverage of the Indians of North America, British America and Canada. Also of general interest is Mexico, all of Latin and South America, and the West Indies. The Library would also like works on the impact of the Viet Nam War on United States society, and Liberal and Radical Movements. Works published by Latin American authors written in the Spanish and Portuguese languages are also acceptable.

GEOGRAPHY - G, GB

1. There are no exclusions in this category.

2. The Library requires in-depth coverage at a high level for works on Water, Hydrology and Oceanography, and general coverage on all remaining categories.

3. The Vendor will send forms only for Atlases; Mathematical Geography, Cartography and Topographical Surveys; as well as borderline areas.

ANTHROPOLOGY - GN

1. There are no exclusions in this category.

2. The Library has specialized interest in Psychological Anthropology; Ethnology and Ethnography; Dress, Costume and Fashion; and Customs relating to private and public life. General coverage is required for all other categories.

RECREATION - GV

1. There are no exclusions in this category.

2. The Library has a major interest in all categories and in-depth coverage is required. Practical studies and directories are required as well as historical materials. Only scholarly works on Circuses, Carnivals, etc. are required, however.

SOCIAL SCIENCES - (General) - H: STATISTICS - HA

1. The Library requires general coverage in these categories.

ECONOMICS - HB

1. Business and Business Administration are not required unless there are applications to Management Science. Advertising is not required unless works concern the effect on society.

2. The Library requires in-depth coverage at the senior level of Economics in general, Economic Theory, Economic History and Conditions, Land and Agriculture, (but only general works on Real Estate, Agricultural Economics and Industry.) Strong emphasis must be given to Labour, but only the most important works on Special Industries and Trade are required. Transportati and Communication are important but the library requires in-depth coverage for Transportation and general coverage for Communications, except for peripheral areas such as Postal Service and Stamp Collecting, and Telecommunication and Telegraphy where only superficial coverage is require Works on Finance and Public Finance are required in general at a high level

SOCIOLOGY - MH

1. No categories are to be excluded.

2. The Library requires in-depth coverage in all areas except Erotica, Social Work, and works about Societies. For the latter send general treatments, but not histories.

POLITICAL SCIENCE - J

1. Official documents are to be excluded.

2. The Library requires in-depth coverage for all areas, except for Local Government where broad treatises are required; and International Law, International Relations, and Diplomacy where general coverage is sufficient.

LAW - K

1. The category is excluded in entirety.

EDUCATION - L

1. The categories which are to be excluded are College and School Magazines and Papers, Student Fraternities and Societies, and textbooks which relate to Education per se.

2. The category to receive in-depth coverage is that which is concerned with social aspects of Education (education and the state, community and school, etc.). Major works about History of Education, principles and practice of Education, Educational Psychology, and those of interest to teachers of

Sociology, Physical Education and Kinesiology in public and high school should be sent. Education of special classes of persons should be sent. Only works about major institutions in Canada and United States are to be sent.

MUSIC - M

1. All categories of music including scores are to be excluded except general bibliographies, general history and criticism including general biographies, and music appreciation at a high level.

FINE ARTS - N

1. Commercial art, Advertising Art and Books of Illustrations are to be excluded Low level Drafting is also an exclusion.

2. Only works about major museums, major art exhibitions and major private collections are to be included. Other categories of visual arts are to receive general selective treatment. United States Architecture must be covered in-depth. Church Art and Architecture must also be covered in-depth. General works of a high level on Drawing, Painting and Print Media should be sent.

DECORATIVE ARTS - NK

1. Only major works which pertain to Art and Art Industries (Cermanics, Costume, Enamel, Glass, etc.) are of interest.

ARTS IN GENERAL - NX

1. Only general works are required.

LANGUAGE AND LITERATURE - P-PM

Literature is stronger than Linguistics but interest in the latter is historical and contemporary and this interest is growing.

1. Classical Languages and Literatures are to be included.

2. General works on Modern European Languages are to be included.

3. Books on Romance Languages of a general nature are to be included as follows, Italian, French, Spanish and Portuguese. Catalan is to be excluded.

4. Books on Germanic languages of a general nature are to be included for the following languages: Old Germanic Dialects, Scanadinavian and North Germanic including Icelandic, English West Germanic including Dutch, Flemish, Friesian and German.

5. General works on Slavic languages are to be included for Slavic, Russian, Czech and Polish.

6. General works on Finnish and Ugrian are to be included.

7. All Oriental languages are excluded except Sanskrit.

8. All languages and literatures of Eastern Asia, Africa and Oceania are excluded.

9. North American Indian Languages and Artificial Languages are to be included.

LITERATURE - PN-PZ

1. Exclusions include Oratory, Elocution, etc; works on the Periodical Press and Juvenile Literature.

2. In-depth coverage is required in all other categories, except Performing Arts and Dramatic Representation where general coverage is required.

3. Romance literatures in Spanish, French, and Italian are required.

4. American Literature will be supplied on the basis of a list of acceptable authors which has already been supplied.

SCIENCE - Q

1. Exclusions include Navigational and Applied Astronomy. Low level materials are also excluded in all categories.

2. In-depth coverage is required in all other categories.

MEDICINE - R

Inclusions include Medical Physics, Electronics, Medical Economics, Medical Sociology, Medical works pertaining to Educational Psychology, Public Health including organizational aspects of public care, Hygiene, Sanitation, Transmission of Disease, Epidemics, Quarantine, Personal Hygiene, Medical Geography, Medical Climatology and Meteorology, Neurology and Psychiatry, Geriatrics, Arctic and Tropical Medicine, Aviation, Space and Underwater Medicine, Sports Medicine, Wounds and Injuries, Ophthalmology, Diet Therapy, Diet and Dietetics in Disease, Drugs and their action (but not popular works), Male Nursing, and Ophthalmic Nursing.

AGRICULTURE - S

Inclusions include Soils, Reclamation and Irrigation of farm land, Soil Conservation, Conservation of Natural Resources, Land and Wildlife Conservation, Recreational Resources Conservation, Methods of Plant Culture (but not farming) including Tropical Agriculture and Irrigation Farming, Landscape Gardening, Parks and Public Reservation, Diseases and Pests including treatment and control, Forestry including Botanical Descriptions, Sylviculture, Conservation and Protection, Forest Reserves, Exploitation and Utilization (timber trees, logging, transportation, valuation), Fish Culture and Fisheries, Angling, Hunting, Wildlife Management and Game Protection, Camping and Outdoor Life.

TECHNOLOGY - T

1. No how-to-do books are required. No works on Agricultural Machinery, Metal Manufactures and Metalworking, Wood Technology and Handicrafts, and Home Economics.

2. In-depth coverage is required in all groups within Industrial Engineering, General Engineering and Civil Engineering, Mechanical Engineering, and Chemical Engineering.

3. Within the Composite Group works are required Manufactures except as noted in item 1 of this section, Paper Manufacture, Foods and Food Supply including Nutrition, Adulterants, and Preservation, and works on Hotels, Restaurants, Taverns and Mobile Home Living, if of a high level.

MILITARY SCIENCE - U

1. Inclusions are general histories of a substantial nature, Military Engineering including Chemical, Biological and Atomic Warfare.

2. The remaining categories are to be excluded.

NAVAL SCIENCE - V

1. Inclusions are Navigation, Marine Hydrography, Hydrographic Surveying, and Tide and Current Tables.

2. The remaining categories are to be excluded.

BIBLIOGRAPHY AND LIBRARY SCIENCE - Z

1. The following categories are to be included: History of Books and Bookmaking, Calligraphy if at general undergraduate level, Book Industries and Trade including Printing, Bookbinding, Bookselling and Publishing, Libraries and Library Science including Architecture and Planning of Libraries, Collections Development, Technical Services, Public Services, Histories of Libraries.

2. All Subject Bibliographies are required.

3. All other categories are excluded.

Appendix E

AGREEMENT, LES LIVRES ETRANGERS - RUSSIAN AND UKRAINIAN LANGUAGE IMPRINTS

Agreement between the University of Waterloo Library and Les Livres Etrangers, Paris, on the Dealer Selection Plan for Russian and Ukrainian Language imprints.

Section 1

Under this agreement the Company will supply to the Library one copy of each book published in the Russian and Ukrainian languages with the imprint date of 1978 or later, subject to the conditions outlined below.

Books in the Russian and Ukrainian languages will be understood to include imprints from the Soviet Union only.

The books must be of a level appropriate to a university library.

No translations from Russian or Ukrainian to any other language including the English language or translations from any language into Russian or Ukrainian should be included.

Selection will be made from Novyi knigi SSSR, Sovetskie knigi and Novyie knigi Ukrainy and from a few other minor sources. Copies of the first three bibliographies, marked with a (v) for those publications being sent and with a (?) for those about which there is uncertainty as to whether they should be sent, are to be airmailed regularly to the Library.

Certain categories of material, detailed in section 3 below, will be excluded. Material judged by the Library to be inappropriate or outside the terms of the agreement will be returned to the Company. Such returns will be explained with a view to clarification of the Library's requirements. The intention of both parties is to arrive at a situation in which the Library receives all of the designated material it requires and receives none it does not require.

Material will be sent to: University of Waterloo Library,
Acquisitions Dept. D.S.O. Section,
Waterloo, Ontario N2L 3G1.
Canada.

Each title sent will be accompanied by a deck of multiple order forms supplied by the Library.

Invoices will be sent with the books.

Shipments will be made regularly, preferably on a monthly basis.

Section 2

Sets and Series

1) Include sets, complete works in more than one volume. Sets published over a number of years will be treated as follows: the first volume to appear of such a set, together with a statement of number of volumes expected to complete the set, will be supplied on approval and if the Library chooses to retain this volume and complete the set it will place a continuation order with the Company.

2) Series. Annuals and yearbooks will be excluded.
Numbered series are excluded but the first number published should be included with an announcement that this volume is the first number appearing in a new series in order that the Library may decide the need for placing a standing order for the new numbered series title. When a series includes works on a variety of subject areas, those volumes which deal with subjects within the terms of the agreement are to be sent, even though no standing order has or will be placed.
Numbered and subnumbered series publications of societies and institutions on the subjects included in this agreement, together with proceedings, symposia, and conference reports, are to be sent unless the items are

clearly identified as duplication of material already included for different reasons.

Section 3

Exclude:

1) Translations of belles-lettres.

2) Extracts, offprints, abridgements.

3) Reprints.

4) Unchanged new editions.

5) Titles costing more than 75 dollars. The Company will advise the Library about higher priced publications, which, if wanted, will be separately ordered.

6) Textbooks below the level of university study.

7) Children's books.

8) Non-book materials, phono discs, films, etc.

9) Periodical publications.

10) Calendars, almanacs,* etc.

* Exclude works defined as almanacs in the English language, but include suitable works referred to in the Russian language as almanakh.

Section 4

Subject Guide of Library Requirements

I. Literary Studies. Belles-lettres. Linguistics. Folklore. Science Fiction.

Include new works and extensively revised new editions by established authors who are referred to in current Western European, British, American and Canadian periodical literature. For authors coming into prominence a very selective approach is required. Additionally, to be included is a selective number, totaling 30 to 40 books annually, of Soviet science

fiction.

Emphasize all scholarly studies on Russian and Ukrainian literature and literary trends.

Include all scholarly studies of Russian and Ukrainian general linguistics and languages. Also a selection of good textbooks, grammars and readers for English speaking peoples learning the Russian language at a mature level are required. A few such works for the Ukrainian language would also be acceptable. Further, a good selection of technical, medical and other Russian-English, English-Russian and Ukrainian-English and English-Ukrainian dictionaries and a very select number of such dictionaries of phraseology.

For folklore include only major collections published in the Soviet Union.

II. Sociology of leisure. Freetime use. Sociology and psychology of Sport.

Include all material at university level in the Russian language only, but exclude government documents. Statistical works on these subjects are to be included.

Termination

Termination of this agreement by either party becomes effective 90 days after the date of written notice.

December 9, 1977

PART IV

PRE-ORDER PROCEDURES IN THE E.M.S. LIBRARY

Chapter 1

E.M.S. BIBLIOGRAPHIC SEARCHING AND TYPING

1.1 SCOPE

The E.M.S. Library has a Reference Office where requests are searched (see APPENDIX) and typed, and order files are kept. In the Acquisitions Department, all requests for library material are searched against UW holdings, prior orders and material in process. The E.M.S. Reference Office does not search requests based on national bibliographies or Weekly Record, but does search requests based on Choice cards, book reviews, etc. and requests received for E.M.S. from faculty or students. Most requests for E.M.S. Library material are typed in E.M.S. Departments which retain signing authority must type orders that originate in the Department.

1.2 REFERENCE OFFICE FILES PERTAINING TO SELECTION

The Order File consists of 2 sets of records which are interfiled. (For filing sequence, see top of cabinet.)

(a) Copies of fully authorized request forms.

(b) Cards typed to record partially authorized request forms sent to faculty for approval and signature.

The faculty may or may not return the copy of the request to E.M.S.:

Biology: carbon copies have been filed in E.M.S. since March, 1976, except for those from J.K. Morton. Since November 1976, the selector has made filing copies of Dr. Morton's requests.

Civil Engineering: carbon copies in E.M.S. since April 1977.

Earth Sciences: no carbon copy in E.M.S.

Management Sciences: carbon copies in E.M.S. since the spring of 1976.

Mechanical Engineering: carbon copies in E.M.S. since the spring of 1976.

The Approval File consists of cards typed to record citations for material that could come on the approval plan but is considered by the selector as needing follow-up.

Current and antiquarian catalogues that selectors want to retain are kept in the Reference Office.

1.3 SELECTORS' SHELVES IN THE REFERENCE OFFICE

Each selector has a shelf divided into four named sections: (a) personal name, for incoming and routed mail, journals, bibliographies, and publishers' advertisements; (b) "catalogue", for citations that the selector wants searched; (c) "file", where the Reference Office puts the citations that have been searched against the card catalogue but not yet against the Reference Office Order and Approval files; and (d) "checked", where the Reference Office puts the citations when they have been completely searched. The post at the right hand end of each selector's shelf lists the LC classification letters which the selector has been assigned for E.M.S. journal review.

Below the personalized shelves are two shelves for all selectors: one marked "shelve" (where selectors put journals when the selectors' current work with them is complete) and the other "type", (for journals that have citations to be typed on request forms). At the lower left of all the shelving there is a place for Optometry Reading Room journals that are ready for shelving.

1.4 APPROVAL PLAN FOLLOW-UP

When E.M.S. is notified of the current cut-off date for the dealers, the Reference Office re-checks the E.M.S. Approval File entries against the E.M.S. card catalogue. If the items do not appear in the card catalogue the "approval" cards are returned to the selectors for review.

Chapter 2

E.M.S. SELECTORS' REQUEST PROCEDURES

2.1 HOW TO INDICATE SELECTION OF MATERIAL

In general, when a selector has selected an item, he names the fund to the left of the entry using the standard abbreviations. (See EXAMPLE: Fund Abbreviations.)

For journals which are routed through E.M.S. only (e.g., New Technical Books), a PENCIL is used to name the fund. Initials are not needed. Selectors insert a flyer at each page where a selection is made. On the routing slip, one or two check marks are used (as in the next paragraph). The selector then passes the journal to the next person on the list; however, the head of the department receives it last.

For journals which are routed through Arts and E.M.S., the procedure is the same as in the paragraph above except that opposite his name on the routing slip the selector inserts the date plus one check mark (to get the journal back with its preliminary search marked) or two check marks (indicating he has selected nothing and so does not need the journal again).

For national bibliographies and Weekly Record, which are routed through Arts and E.M.S., the selectors in E.M.S. use green ink and write "E.M.S.", personal initials and fund to the left of the entry, and write the date opposite their name on the routing slip. Selectors should try to finish with routed material on the day they receive it, and then pass it on to the next person on the list (except to the head of the department, who receives it last).

In subject journals, the fund is marked in PENCIL and flyers are left only at the pages where a selection was made. The journal is then put on the "catalogue" section of the selector's shelf in the Reference Office.

In publishers' and dealers' catalogues, the selector names the fund and inserts a flyer at each page where a selection was made. For a selection on either side of the back cover, a flyer is inserted inside the back cover. If he wants the citing material returned to him, he writes a note at the top of the material. The catalogue is then put on the "catalogue" section of his shelf in the Reference Office.

On publishers' brochures, the selector names the fund, and if he wants the brochure returned to him, he writes a note at the top. He then puts the brochure on the "catalogue" section of his shelf in the Reference Office.

Flexes from Coutts and Harrassowitz. If the item is wanted, the selector staples ONE part of the flex to the front top of a Book Purchase Request Form with the fund and authorization on the request form, and sends the form to the Acquisitions Department. He gives the carbon copy of the flex to the E.M.S. Reference Office supervisor, who will file it in the Order File. The other copies of the flex are destroyed. All parts of a flex may be destroyed if the selector rejects the item, or the flex can be saved for a later date if the selector so wishes.

A standing order for a multi-volume set is marked by writing "s/o to completion" on the bibliography, journal or a Book Purchase Request Form.

Numbered series, are marked by writing "numbered series s/o" on the bibliography, journal or a Serial Purchase Request Form.

For free material, the selector sends a letter of request, signing his own name. When the material arrives, he sends it to Gifts & Exchanges, as a gift, and asks to have it catalogued for the appropriate department and library.

If the material may come on approval and the selector wishes to ensure that the library receives it, he has a card made for the Approval File by marking the symbol "@" after the name of the fund beside the citation. He does NOT have a request form made at this time.

If the material is not yet published, the selector should mark it "A00". Then the E.M.S. searcher will not check the card catalogue but just check the Reference Office files.

2.2 PROCEDURE AFTER E.M.S. BIBLIOGRAPHIC SEARCHING

The selector decides from the bibliographic searching notes (and any other investigation he thinks necessary) whether to proceed with the items selected.

If the material is already in E.M.S., on order, or previously recommended, or if an approval card has already been made for it, the selector erases the pencil marks from the journals, removes the flyers, and puts the journals on the Reference Office shelf to be shelved in the public area of E.M.S. The Optometry journals (which have plum-coloured labels) are to be placed on their separate shelf.

If a request form or a recommendation card or an approval card is to be typed, the journal or catalogue, with a flyer at each applicable page, should be placed on the "type" shelf in the Reference Office. Brochures, separate citations, etc. for wanted items should be placed there too.

2.3 PROCEDURE AFTER E.M.S. TYPING AND PROOFREADING

The selector should check that the order information is as complete as possible. Instructions for filling out book and serial purchase request forms are given in the part "Acquisition Procedures".

2.4 AUTHORIZATION OF REQUESTS

2.4.1 Signing Authority

A feature of the selection procedure for the E.M.S. Library, but not for the Arts Library, is that for several book funds one signature is insufficient. The faculty representative must sign, and the liaison librarian must co-sign or initial each request for library material; i.e., both the faculty representative and the liaison librarian have to agree on each selection before the material can be ordered.

2.4.2 If The Selector Has Full Signing Authority

He marks Box #18 on the Book Purchase Request Form as follows:

a) "If already in E.M.S., do not order." For some titles he may wish to mark "if already in Arts" also.

b) "1 copy." On occasion, multiple copies are requested.

He then writes his initials by his typed name, gives the carbon copy to the E.M.S. Reference Office Supervisor (who will put it in the "order" file), and mails the original request form to the appropriate department:

i) Government publications (monograph or serial) are sent to the Government Publications Department.

ii) Other monographs, including multi-volume sets are sent to the Acquisition Department.

iii) Other numbered series on standing order and other journals are sent to the Serials Department.

2.4.3 If The Selector Has Partial Signing Authority

The E.M.S. Reference Office accumulates the request forms (except those for Biology) and sends them every two weeks to the faculty representative concerned. A pre-printed note (EXAMPLE) is attached, requesting the department to return both copies to E.M.S. When the signed forms are returned from the department, the selector initials them in the "authorized by" box, gives the carbon copy to the E.M.S. Reference Office for the order file, and sends the original to the appropriate department.

E.M.S. LIBRARY
REF. DEPT.

The attached titles are submitted for your selection. If interested, please complete the forms (e.g. copies required, authorization, etc.) and forward to your liaison librarian in the E.M.S. Library. Please return both the original and carbon copy.

Example IV.2.1: NOTE TO FACULTY REGARDING REQUESTS

2.5 ANNUAL FOLLOW-UP OF APPROVAL PLANS

The selector re-examines the approval cards returned from the E.M.S. Reference Office. He returns the cards for all the items which he still wants to order to the E.M.S. Reference Office so that the request forms can be typed.

2.6 SCREENING OF BOOKS THAT ARRIVE ON APPROVAL

Procedures are described in the part "Acquisition Procedures".

For Optometry books, the selector stamps OPT in black ink on each copy of the flex. This stamp notifies Technical Services to make an extra catalogue card for the Optometry Reading Room.

2.7 WEEKLY REPORTS FROM ACQUISITIONS AND CATALOGUING DEPARTMENTS

These consist of bundles of cards and paper slips. (See index "Reports from Support Services to Selectors".) The selector gives all the bundles to the E.M.S. Reference Office to clear their records. The bundles are then returned to each selector.

What the selector does with each notice depends on the message and on the arrangements with the academic department concerned. Faculties may or may not want to be notified of the outcome of each request. Sufficient information and copies are provided to attend to most notification needs of the faculty and selector.

Appendix A

BIBLIOGRAPHIC SEARCH SYMBOLS (E.M.S.)

A.1 SEARCH OF CARD CATALOGUE AND GOVERNMENT PUBLICATIONS LISTS

When a selector has indicated in journals, publishers' catalogues, brochures, etc., titles which are to be searched, he places them on the second section of his shelf, marked "Cat.". Reference office staff then searches the titles marked by the selector. Journals are processed before other material to minimize the delay in shelving them for patrons' use.

If the book has more than one author and the correct entry is found under the first author, then the second author is not searched: otherwise the second one is searched also. The third and succeeding authors are not searched.

a) A system of three marks is used to note the findings of a search: the first mark stands for the author or editor, the second for the title, and the third for the edition or year. A check mark (v) indicates that the entry was identified in the catalogue; a zero (0) indicates it was not identified. These symbols are placed beside the department code written by selectors.

EXAMPLES	EXPLANATION
000	The Library (in the case of E.M.S. searching, this usually means the E.M.S. Library) has nothing corresponding to the reference being searched.
vvv	The Library has the exact book and edition. If the title being searched is found, but the title in the journal does not show the imprint date, the number of pages are compared. If the numbers are the same or the difference is less than ten, the searcher shows vvv.

v00	The Library has the author listed, but not the same title.
vv0 Lib. has 2nd. ed. 1962	The Library has the author and title, but not the right edition. In this case, the edition number and year are shown. For the E.M.S. General, E.M.S. Reference, Design, Cptometry, Mathematics, Chemistry, Chemical Engineering, Physics, and Electrical Engineering funds, the call number is shown under the symbols.
vv* Lib. has v.1-5*	These symbols apply to a title in a monograph series. When a title in a monograph series is searched and the series is on standing order, the searcher will indicate the existence of the standing order and library holdings.
v00 0v0	The Library has the author but not the title; however, the same title by a different author is held.
v?0	The searcher is in doubt about an entry, and therefore has substituted a question mark for the symbol.
vvv In Arts Lib.	The E.M.S. Library does not have the title but the Arts Library does. In this case, the call number is not shown.

b) The first letter of each entry searched is underlined. A double line is placed under the entry which was found in the card catalogue.

c) A call number is shown when the Library has a different edition than the one being searched if the title is wanted for the E.M.S. General, E.M.S. Reference, Design, Optometry, Mathematics, Chemistry, Chemical Engineering, Physics, or Electrical Engineering fund.

d) Copyright dates and publishing dates are shown if they are given in the card catalogue.

e) For a journal, only the title, not the series editor, is checked.

f) Searchers underline the first word of the main entry, if unclear, for the typist. They also write in the main entry if it is not already shown.

g) Searchers initial each journal, publisher's flyer, etc. that they handle.

h) If the title is not yet published, the selector should mark it A00. Then the searchers will not search the card catalogue, but just check the Reference Office files.

A.2 SEARCH OF B.M.S. REFERENCE OFFICE FILES

vvv

The search symbols are underlined if the title is not in the Approval File, or not ordered.

(vv0)

The symbols are bracketed if the title was ordered or recommended to the department for which it is now being requested.

If the title is in the Approval File for another department the symbols are also bracketed, and the searcher notes on the approval card the current date and the name of the second department requesting the title.

If the title was previously recommended, and an approval card is wanted, the card is removed from the order file, marked with the dates "@R" in the top left hand corner, and filed in the Approval File.

vv0
===

The symbols are underlined twice if the title was previously recommended to another department, and the department to which it was recommended is noted.

A.3 STANDING ORDERS TO COMPLETION

Selectors should note that the E.M.S. bibliographic search cannot include these items. The only ongoing record of these items, unless a selector happens to make his own, is in the Fund File in the Acquisitions Department.

PART V

ACQUISITION PROCEDURES

Chapter 1

MONOGRAPHS

1.1 BOOKS RECEIVED ON APPROVAL

1.1.1 Location

Books are shelved in the Approval Section of the Arts Library on Monday and Tuesday for weekly selection. They are sorted

(a) by library (i.e. Arts or E.M.S.) The E.M.S. titles have a hole punched in the right hand corner of the flex.

(b) by classification, where indicated.

(c) Harrassowitz titles for Arts are shelved separately.

The books are available for selection from Wednesday till Friday morning.

Titles not readily identified as to library destination are placed on a shelf labelled "Miscellaneous". All selectors should check these on every visit.

1.1.2 Books to be Added to the Collection

All approval plan titles selected by a librarian, or a delegate, have to be identified by his initials and the fund code of the department or faculty or library fund for which they are selected (see EXAMPLE: Fund Codes). This information should be written at the top, left hand corner of the top copy of the dealer's flex (see EXAMPLES: Coutts Flex etc.). This procedure should also be applied to material selected from the "Rejects" and "Miscellaneous" shelves. If a title is identified as a duplicate copy, and a second copy is wanted, the selector writes on the flex his initials, the department fund and "Keep as c.2". If a second copy is not wanted, he writes "2nd copy not needed".

FUNDS

Arts Faculty

13 Anthropology
12 Classics
15 Dean of Arts
37 Drama
14 Economics
16 English
19 Film
17 Fine Arts
18 French
22 Germ. & Slav.
24 History
27 Integrated Studies
28 Philosophy
30 Pol. Sci.
32 Psychology
33 Religious Studies
34 Sociology
36 Spanish & Italian

Engineering Faculty

42 Chemical
44 Civil
46 Electrical
47 Management Sci.
48 Mechanical
45 Systems/Design

Environmental Studies Faculty

43 Architecture
91 Env. Studies Library
20 Geography
25 Man/Environment
31 Planning

Human Kinetic and Leisure Studies Faculty

29 HK/LS

Math Faculty

26 Math

Science Faculty

52 Biology
54 Chemistry
56 Earth Sciences
73 Optometry
58 Physics

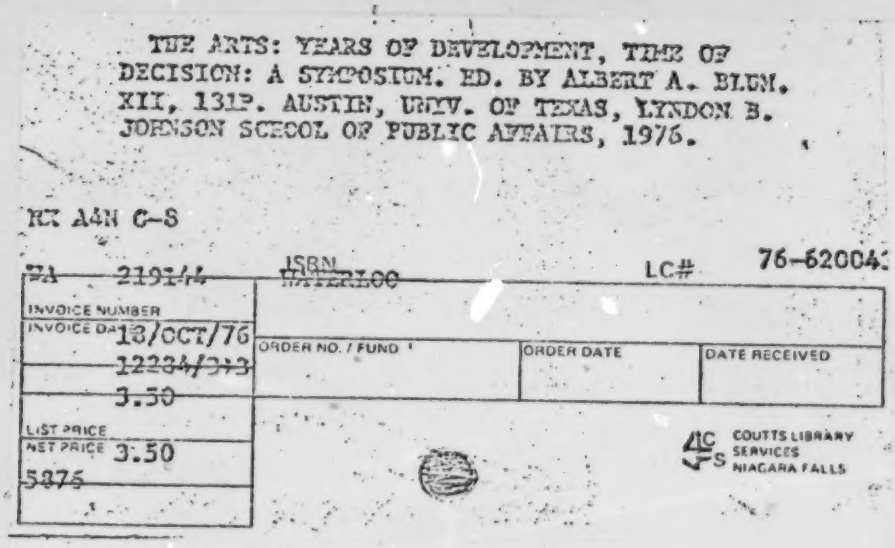
Library Funds

11 Gen. Arts
51 Gen. E.M.S.
75 Gov't Publ.
78 National Bibl.
10 Ref. Arts
40 Ref. E.M.S.
92 Special Coll.
91 Univ. Map Library

99 Operating Funds

Example V.1.1: FUND CODES

Example V.1.2: COUTTS FLEX



THE ARTS: YEARS OF DEVELOPMENT, TIME OF DECISION: A SYMPOSIUM. ED. BY ALBERT A. BLUM. XII, 131P. AUSTIN, UNIV. OF TEXAS, LYNDON B. JOHNSON SCHOOL OF PUBLIC AFFAIRS, 1976.

KZ A4N C-S

ISBN [illegible] LC# 76-62004

INVOICE NUMBER			
INVOICE DATE 13/OCT/76	ORDER NO. / FUND	ORDER DATE	DATE RECEIVED
12234/313			
3.50			
LIST PRICE			
NET PRICE 3.50			
5875			

COUTTS LIBRARY SERVICES NIAGARA FALLS

STRUCTURE AND CLASSIFICATION OF PALEOCOMMUNITIES. ED. BY ROBERT H. SCOTT. X,291P. STROUDSBURG, DOWDEN, HUTCHINSON AND ROSS, DIST; HALSTED/WILEY, 1976. SYMPOSIUM.

GE A4N C-4
0-87933-225-5 ISBN LC# 0076-458

WA1-210915 INVOICE NUMBER	WATERLOO		
INVOICE DATE 11 OCT/76	ORDER NO. / FUND	ORDER DATE	DATE RECEIVED
51499/1			
25.00			
LIST PRICE			
NET PRICE 25.00			
0000025740			

COUTTS LIBRARY SERVICES NIAGARA FALLS

#4 INVOICE COPY

Example V.1.3: BLACKWELL PLEX

Customer's order number	ISBN	BHB No. 44702590 SUP 7
	0-14-080379-5	UNIV OF WATERLOO

No. of copies: 1

HOWARD, M C.
THE ECONOMICS OF MARX: SELECTED READINGS OF EXPOSITION AND CRITICISM; EDITED BY M.C. HOWARD AND J.E. KING. HARMONDSWORTH [ETC.], PENGUIN, 1976.

273 P. 20 CM. (PENGUIN MODERN ECONOMICS READINGS)

BIBL.: P.259-267. - INDEX.

Order date:

Price:

Returned by:

Agent: BLACKWELL'S OXFORD

H397.5 335.4'12 376.23327

Invoice No.	Date	Price	$
INVOICE 5048201701	5 08 SEP 76	£1.25	2.75

Customer's order number	ISBN	BHB No. 44702590 SUP 7
	0-443-01273-3	UNIV OF WATERLOO

No. of copies: 1

NAIRN, RICHARD CHARLES.
FLUORESCENT PROTEIN TRACING, [BY] R.C. NAIRN; WITH A FOREWORD BY J.R. MAPRACK. 4TH ED. EDINBURGH [ETC.], CHURCHILL LIVINGSTONE, 1976.

XVII, 648 P, [32]P OF PLATES, [3]LEAVES OF PLATES. ILLUS.(SOME COL) 22 CM.

PREVIOUS ED.: 1969.
BIBL.: P.372-622. - INDEX.

Order date:

Price:

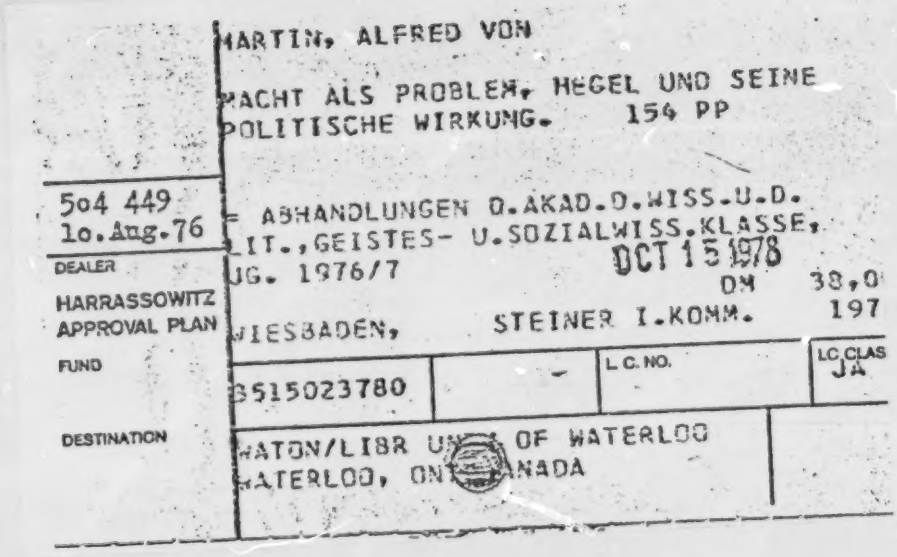
Returned by:

Agent: BLACKWELL'S OXFORD

QH324.3 574.1'9245 376.21205

Invoice No.	Date	Price	$
INVOICE 5048200936	08 SEP 76	£17.5	31.50

Example V.1.4: HARRASSOWITZ FLEX



MARTIN, ALFRED VON

PACHT ALS PROBLEM, HEGEL UND SEINE POLITISCHE WIRKUNG. 154 PP

5o4 449
1o.Aug.76

= ABHANDLUNGEN D.AKAD.D.WISS.U.D. LIT.,GEISTES- U.SOZIALWISS.KLASSE, JG. 1976/7

OCT 15 1978

DM 38,0
197

DEALER
HARRASSOWITZ
APPROVAL PLAN

WIESBADEN, STEINER I.KOMM.

FUND

3515023780 | - | L.C.NO. | LC CLAS JA

DESTINATION

WATON/LIBR U[illegible] OF WATERLOO
WATERLOO, ON[illegible]ANADA

SCHICKEL, KLAUS-PETER

SAMPLING OF DROPLET DISTRIBUTIONS FROM WATER CLOUDS. 177 PP.

5o4 691
17.Aug.76

= DT.LUFT-U.RAUMFAHRT,MITTEILUNG. 75-25

OCT 12 1978

DM 55,80
1975

DEALER
HARRASSOWITZ
APPROVAL PLAN

KÖLN DFVLR

FUND

GDD0005159 | | L.C.NO. | LC CLASS TL

DESTINATION

WATON/LIBR U[illegible] OF WATERLOO
WATERLOO, ON[illegible]ANADA

1.1.3 Books to be Rejected

The selector completes a rejection slip (see EXAMPLE: Approval Buying Rejection Slip), always indicating a reason for rejection. (The dealer learns from the return shipment and accompanying explanations where he should be more selective.) The selector then returns the book with the rejection slip to the original shelf.

The selector should not at this point reject a book because of a standing order. If the library has a standing order the book will come back from the Cataloguing Department with full information on the order.

1.1.4 Flyers Used in the Approval Section

While screening material received on approval, selectors insert coloured pre-printed flyers (see EXAMPLES) in certain books to alert other selectors or to convey instructions to support services regarding processing and ultimate location of the material. Messages are conveyed as follows:

RUSH. A red flyer is inserted in the book.

SPECIAL RUSH. The selector asks the Approval Plan Clerk for yellow tape, attaches it to a red flyer, inserts the flyer in the book, and leaves the book with the Approval Plan Clerk for special attention.

WOMEN'S COLLECTION. Red flyers are also used to flag books for this collection.

RARE BOOK. A purple flyer is used.

SEND BOOK TO A SPECIFIED AREA; e.g. to a Reference Department, the Pamphlet File, etc. A yellow flyer is used.

NUMBERED SERIES/MULTI-VOLUME SET. An orange flyer is inserted in the first issue by the selector or Approval Plan Clerk. If the selector wishes a standing order for future volumes, he must fill out a request form.

BOOK IS OF INTEREST TO BOTH LIBRARIES. The selector who checks a book in an interdisciplinary area is responsible for completing a pink flyer and inserting it in the book. Box number 2 or 4 is to be used when a selector wishes to ensure that the title is added to the collection but will be satisfied with one copy in the system. If box 1 or 3 is

Example V.1.5: APPROVAL BUYING REJECTION SLIP

University of Waterloo Library

Approval Buying Rejection Slip

1. Subject not included in plan _____
2. Imprint not included in plan _____
3. Elementary treatment of subject ____
4. Textbook _____
5. Title already in collection _____
6. Damaged _____
7. Receiving on S/O _____
   Do not send future titles on approval.
8. Other _____

Remarks

Signed _____

Date _____

LIBRARY 1227-1
Apr 71

completed, the library for which the title was originally coded will receive the title (e.g. a book classified for Economics but of interest also to Management, will be placed in the Arts Library if only 1 copy is kept in the system, unless other instructions are given by the selector). If a book is on the E.M.S. shelf with a pink flyer inside on which box 1 is checked and signed, and if E.M.S. wants a copy also, the selector will insert a book request form with the authorization box signed and the fund box completed. (This will be charged to the department fund by Book Order.)

1.1.5 Selection Completed

When selection is completed, selectors sign their initials on the sheet on the bulletin board. If there are not enough books received to have selection, on Tuesday afternoon the Heads of the Reference and Collections Development Departments will be asked to inform all the selectors that there is no selection that week.

1.1.6 Standing Orders for Titles Received on Approval

1.1.6.1 Numbered Series and Sets

The first published volume of a multiple volume work or set will be received on an approval plan if it is within the University of Waterloo profile. This will usually be volume one, but could be a later volume if that is the first to be published. When the latter is the case, the dealer should indicate that it is the first publication.

If the selector accepts the first published volume and wishes succeeding volumes, he will complete the authorization and fund boxes on a request form (a Serial Purchase Request Form for a numbered series, a Book Purchase Request Form for a set), put the form in the book, and leave the book on the Approval Clerk's desk. The form will be completed and returned to the shelf. A standing order for future publications will be charged to the department fund.

The Approval Clerk sends all books containing request forms for standing orders to Cataloguing. Cataloguers then decide whether the title is processed as a monographic set by Book Order or a numbered series by Serials. Cataloguing completes the bibliographic searching for monographic sets and

Example V.1.6: RED AND PURPLE FLYERS

Example V.1.7: YELLOW AND ORANGE FLYERS

CUT PAGES		RARE BOOK	
NOTIFY			
RESERVE			
CIRCULATION DEPT.			
REFERENCE DEPT.			
TECHNICAL REPORT COLLECTION			
STORAGE			
RECATALOGUED			
CORRECTION			
RETURNED FROM BINDER			
LOOSELEAF BINDER			
BLACK BOX			
PRINCETON FILE			
PAMPHLET FILE			
RESTRICTED BOOK			
FOR USE IN LIBRARY ONLY			
REFERENCE			
BIND			

MEND	RELETTER	TIP IN ERRATA	PAMPHLET BINDER

DO NOT LETTER	
ADDED COPY	
ADDED VOLS.	

OTHER VOLS.	O.P.	TRY.	FOLLOW	SET COMP.

SERIES	NOT ANALYSED	PART ANALYSED	ANALYSED

GIFT	
GIFT PLATE	
GIFT FILE	

LIB. 7/68 88-1
DEC. 68

Example V.1.8: PINK FLYER

sends the requests to Book Order. Requests for numbered series are sent with the approval volumes to Serials.

Harrassowitz sends publications in a numbered series if they fit the profile and a standing order has not been placed.

1.1.6.2 Unnumbered Series

Titles within the profile are sent on approval.

1.2 SECOND COPIES

The current fund will pay only for books received from the approval dealers, i.e. only for ONE copy of each title. When a second copy (e.g. one for the other library) is required, the selector must complete the authorization and fund boxes on a Book Purchase Request Form and insert it in the book. The copy will be charged to the department fund.

1.3 MATERIAL THAT COULD COME ON APPROVAL

Some catalogues are labelled "New titles" but don't give the publication dates of individual items. If such an item is wanted and it is in a category covered by an approval plan, the selector should take note of the title and wait.

Requests for material that is covered by the terms of the approval plan should be held by selectors until the cut-off date established each year by the library. If a request form is submitted and the search indicates that the title may come on the approval plan, the form will be returned to the selector to hold.

1.4 CURRENT MATERIAL NOT COVERED BY APPROVAL PLANS

1.4.1 National Bibliographies

National bibliographies are routed to all selectors from the Approval Section of Acquisitions. These include the marked bibliographies from the approval plan dealers. A routing slip is attached and the catalogues are circulated to the selectors. To request an item, selectors should write their initials and the department to the left of the entry. Requirements should be specified; e.g., "Special Collections", "Cat. for Juv. Lit. P.Z.", "S/C", "This edition only".

(Normally the last phrase is not used. Use it when other editions are not acceptable.)

Arts selectors mark wanted items in the bibliographies with blue pen, but government publications should be initialled and marked "Attn. Gov. Docs" in red at the upper right corner of the citation. The Government Publications Librarians will check them and material will be ordered through the Government Publications Department.

E.M.S. selectors initial with a green pen, have the request slips typed from all bibliographies, and route them to the Acquisitions or Government Publications Department. The bibliographies should not be marked with red pen because the dealer uses red markings, and not with pencil, which is very hard to spot.

The catalogues are eventually returned to the Approval Section of Acquisitions. All initialed items for Arts are typed on request slips and a complete search is done of the Union Catalogue, "In-Process File" and the M.C.R.S. These orders are then processed through the Book Order Section.

Any titles marked "Att. M. Shepherd" or "Att. S. Bellingham" will be brought to his or her attention.

All national bibliographies are kept in the Approval Section for a number of years.

1.5 FLEXES FROM COUTTS & HARRASSOWITZ. (SEE EXAMPLES)

To request a title, the selector staples one part of the flex to the front top of a Book Purchase Request Form with the authorization and fund clearly marked, and sends it to the Acquisitions Department.

The notation "Selected in W.R." on Coutts flexes means that the Weekly Record was originally marked to indicate that Coutts was sending the book; however, when the book was received by Coutts it was found to be unsuitable. In this case a flex is sent as information.

Harrassowitz sends flexes for Progress Publishers, Moscow. Because slavic publications go out of print extremely quickly, the dealer has asked the Library to meet a deadline when ordering such material. Requests for these items should be sent to Acquisitions as quickly as possible and marked "RUSH".

1.6 OTHER CURRENT MONOGRAPHS

Current monographic material not included in approval plans, listed in a national bibliography, or covered by a dealer's flex is requested by filling out a Book Purchase Request Form. Requests for government publications are sent to the Government Publications Department. The rest are sent to the Acquisitions Department.

Request forms for current imprints are not processed by the Acquisitions Department unless:

a) the source was a national bibliography or NR

or

b) the selector writes "Order" or "This material will not come on approval" in the Special Instructions box on the request form.

Note: Numbered monographic series are considered serials. If a standing order is wanted for the monographic series, a Serial Purchase Request Form should be filled out. If an individual title only is required and the series is not on standing order, then a Bock Purchase Request Form is used.

1.7 RETROSPECTIVE MATERIAL

1.7.1 Material Published Prior to Previous Year

Material published prior to the cut-off date established for the approval plans is requested by filling out a Book (or Serial) Purchase Request Form. The exception to this rule is the procedure for material listed in out-of-print and antiquarian catalogues (See below).

1.7.2 Out-of Print & Antiquarian Catalogue Procedures

Out-of-print and antiquarian catalogues must be handled immediately. Catalogues are sent to numerous customers and usually there is only one copy of each item offered. If it is a good acquisition it will be picked up quickly.

The selector should check the desired item (and note "Serial" or "Gov't Pub." when applicable), complete an Antiquarian and Out-of-print Book Purchase Request Form (see EXAMPLE), available from Bibliographic Searching, staple it to the catalogue and send it immediately to Acquisitions. A regular request form is not required.

ANTIQUARIAN AND OUT-OF-PRINT BOOK PURCHASE REQUEST FORM

LIBRARY 1206-1 FEB '71

Please complete promptly and return along with the catalogue or facsimile to
The Acquisitions Department, The Library

DEALER'S NAME _____ CATALOGUE NUMBER (OR DATE) IF AVAILABLE _____

FUND _____ AUTHORIZED BY _____ DATE _____

ITEM NO.	REPORT	ITEM NO.	REPORT	ITEM NO.	REPORT	ITEM NO.	REPORT	ITEM NO.	REPORT

Example V.1.9: ANTIQUARIAN AND OUT-OF-PRINT BOOK PURCHASE REQUEST FORM

If the selector does his own searching for "in lib." material he must search the Union Catalogue and the In-Process File. When the searching has been completed, he checks and initials the upper left hand corner of the form. Government publications should be referred to the government publications librarians for checking.

The edition offered is exactly what is available. If, in searching, the bibliographic searchers find other editions in the library, they will ask the requester if the additional edition is still wanted.

After the "in lib." status of the titles is established, required ones are reserved with the dealer - by letter, cable or telephone. On receipt of his report of what is available a request slip is typed, a complete search done and the confirmation order sent out. If, with the complete search, duplication appears, that item is cancelled with the dealer. In the case of a government publication, the request slip is typed and a complete search done by the Government Publications Department.

If any serial titles are required, the catalogue is sent to the Serials Department for searching and ordering. With the completion of these processes the catalogue is sent to be filed in the Acquisition Department. It is necessary to have these on file in case the dealer later quotes on an item which has become available and gives only the number of the catalogue or item. If a personal catalogue is used and has to be returned, the Acquisitions Department will xerox the cover and marked pages.

Material received from these catalogues is held for the Special Collections Librarian, who decides their location: Rare Book Room, Special Collections, or stacks. If the material received is a government publication, it is sent to the Government Publications Librarian.

Selectors should beware of salted catalogues (composite listings of in-print and out-of-print titles). Such a catalogue is to be handled as O.P. and marked quickly. Acquisitions will be responsible for sorting items.

The orange part of the multiple order is sent to the selector when the confirmation orders are typed. The name of the catalogue is on this form. If the selector wishes to know what he received from a specific catalogue, the marked items can be matched to the slips.

1.8 MAJOR PURCHASES

A request for any title that costs over $1,000 is referred by the Acquisitions or Government Publications Department to the Associate Librarian for Reader Services, who forwards it to the Office of Library Co-ordination. From this office, enquiries are made to other libraries in Ontario regarding their present holdings and buying plans. Usually such major purchases are made by only one library in the area. The selector is notified as to whether or not his request became a firm order.

1.9 REQUESTS FOR XEROXING MATERIAL

A request for xeroxing material requires permission of two bodies: the owner who loans (usually a library contacted through Inter-Library Loans) and the holder of the copyright (publisher or author). It can be a long and expensive process for the library to obtain this permission and the required material to copy.

1.10 MATERIAL NOT ACQUIRED BY A FIRM ORDER FROM ACQUISITIONS

1.10.1 BOOK-IN-HAND

Material received in Acquisitions but not ordered on a University of Waterloo Library book request form and for which payment is requested is termed "book-in-hand". This material has been acquired personally and sent to the library. The material, the original invoice and a request slip signed by the authorized person should be sent to Acquisitions. This practice is discouraged because the material cannot be returned and duplication may result.

Material received in Acquisitions as a gift may require a selector's decision before adding it to the collection. The Gift Section will contact the selector after the library holdings have been checked. Government Publications which are received as gifts should be sent to the Government Publications Librarian for consideration.

1.10.2 GIFTS

1.10.2.1 General Conditions

Each library department will be responsible for processing gifts falling within the categories of material customarily assigned to that department, i.e. government publications will be handled by the Government Publications Department; periodicals and continuations by the Serials Department; and, monographs (including monograph series and unnumbered series) by the Acquisitions Department. Gifts will be forwarded to the appropriate department by Library Receiving or the Gifts and Exchange Section of the Acquisitions Department.

Gifts upon which special conditions are imposed by the donor must be approved by the University Librarian. An agreement specifying the conditions under which the gift is made and accepted will be drawn up and signed by the donor and the University Librarian, or his/her delegate. The University Librarian will, in consultation with the Comptroller and the Director of Development, complete the negotiations for major gifts i.e. those of an estimated value of $1,000 and upwards, and arrange for an appropriate acknowledgement.

Receipts for income tax purposes will only be provided for materials which are added to the University Library's collections. In order to qualify for a tax receipt, material must first be deposited in the University Library. Documentary evidence of the appraised value of a gift must be provided at the donor's expense in support of all requests for a tax receipt, except that in the case of a major donation the University may underwrite the cost of an appraisal. For Library purposes, evidence of valuation may take any of the following forms:

a) price information printed in or on a publication

b) copies or extracts from publishers' catalogues or other standard book-trade listings

c) information derived from sale catalogues, antiquarian dealers; catalogues and book auction records

d) copies of receipts, invoices or bills of sale

e) the written appraisal of a competent authority.

Library staff may assist a donor in obtaining the necessary documentation, but under no circumstances will they be responsible for making an actual appraisal. The University Library will not be party tc the appraisal of a gift which is prospective only.

1.10.2.2 Procedures

a) Acceptance of Gifts

Before a gift is formally accepted, its desirability should first be established by checking the individual items against existing holdings and by consulting with the appropriate Library Selector. If it is not possible for the gift to be delivered to the Library prior to its formal acceptance, some attempt should be made to determine its value as an addition to the Library's collections and to eliminate unwanted material by checking a brief listing or by personal inspection by a qualified person. Unwanted duplicates and other surplus materials will be disposed of to the mutual satisfaction of the donor and the Library.

b) Acknowledgement of Gifts

All material received from off-campus donors will be acknowledged. Material received from on-campus donors will be acknowledged if:

i) the gift is valued at $100 or more, or

ii) in the opinion of the Supervisor of the Gift Section and the Head of the Department, the gift constitutes material of out-standing intrinsic merit, e.g. limited editions, autographed or association copies, examples of fine printing or significant editions in the history of a discipline or the printing trade, or it is of special importance for the contribution it makes to the Library's collections.

In the case of a major donation, or an example of fine printing, binding or outstanding scholarship, an appropriate bookplate may be inserted in the gift to identify the donor, and the Librarian or his/her delegate will personally acknowledge the gift.

c) Provision of Tax Receipts

The University Library will request the Financial Services Office that a receipt for income tax purposes be issued to a donor, subject to the following conditions:

i) Gifts valued at under $100

Tax receipts will not normally be requested unless the donor indicates willingness to donate future publications, which complement or complete the items originally donated, e.g. subsequently published vo-

lumes of a journal, or a monographic title published in parts, provided that the anticipated total value of the gift is at least $100.

ii) Gifts valued between $100 and $999

Tax receipts will be requested on the basis of documentary evidence of value provided by the donor.

iii) Gifts valued at $1,000 or over

The University Librarian will determine, in consultation with the Comptroller, and the Director of Development, how the gift is to be evaluated, and how the costs of the evaluation are to be met. A tax receipt will be requested for the full amount of the final evaluation.

d) Valuation of Gifts

Each library department will estimate the value of all the gifts it receives. When no formal appraised value is available, the estimated value will be based on a pre-determined standard value for a monograph, pamphlet, journal volume or part, and a government document. These figures will be revised annually to coincide with current price indices.

The resulting dollar amounts will be totalled by recipient library, i.e. Arts or E.M.S., and reported to the Gifts and Exchange Section of the Acquisitions Department. The Supervisor of the Gifts and Exchange Section of the Acquisitions Department will combine these totals and report them on an annual basis to the Financial Services Office.

Example V.1.10: BOOK PURCHASE REQUEST FORM

UNIVERSITY OF WATERLOO LIBRARY — BOOK PURCHASE REQUEST

1. | MEDIA IF NON-BOOK 2. | 3.

AUTHOR (SURNAME FIRST) 4. | CALL NO 5.

TITLE 6.

PLACE | PUBLISHER | VOLS 7. | YEAR 8. | EDITION

9.

10.

SERIES 11. | UNION 12. | EMS 13. | S.A.F 14. | KARDEX 15.

SOURCE OF INFORMATION 16. | PRICE 17.

IF ALREADY IN 18. SPECIFY ☐ ARTS ☐ EMS ☐ OTHER ☐ ORDER ☐ DO NOT ORDER

TOTAL NO. OF COPIES REQUIRED IN ☐ ARTS ☐ EMS ☐ OTHER

SPECIAL INSTRUCTIONS (REQUESTOR)

19.

REQUESTED BY 20. | AUTHORIZED BY 21. | FUND 22.

BELOW THIS LINE FOR ACQUISITIONS DEPT.

23. | REPORT 24. | COST 25.

IL 26. / LC / IP | BIP | BSIP | CBIP | OP | REPR | CM | BNB | FB | CBI

27. LC

NUC 28. | CAN 29. | OTHER 30.

SAME/OTHER ED 31. | PCS1 32. | PCS2 33. | PCS3 34.

REPORT 35.

LIBRARY 381-1 APR-77

LC / ISBN / O.P. NO. / THESIS NO. ETC.

Example V.1.10: BOOK PURCHASE REQUEST FORM

1.11 BOOK PURCHASE REQUEST FORM

1.11.1 Use of the Form

The Book Purchase Request Form is used to request monographic material, with the exception of numbered monographic series.

When the form is completed and initialed by the selector, it is sent to the Acquisitions Department, unless the material being requested is a government publication. In the latter case, the form is sent directly to the Government Publications Department.

This form is then used by:

a) the pre-order searcher, who must verify and complete the information needed to initiate a firm order,

b) Book-order staff, who use it to record purchase information and to type an official purchase order,

c) pre-catalogue searchers, who record their findings on it,

d) both Cataloguing and Acquisitions staff, who use it to report to the selector the final outcome of the request.

It is important that the selector complete relevant sections of the form accurately, specifically and legibly, to avoid needless delays, extra search time and inadvertent ordering of the wrong material. (No attempt is made to return material acquired through library error if the value is less than $15.00. Permission from dealers to return material is becoming increasingly difficult to obtain.)

1.11.2 The Selector Should Complete the Following Boxes

(See EXAMPLE.)

Box #2. Media if Non-book. If any medium other than print is desired, it should be specified, e.g. xerox, microform, cassette, tape, phonodisc, film, etc. (A thesis is not a medium.)

Box #3. Blank. The title of the national bibliography, if used for selection, may be inserted here by the selector. Also, a RUSH request could be designated here. (This box is also used by Book Order or Bibliographic Searching staff, as noted below.)

Box #4. Author. The entry should be as complete as possible, but should conform to cataloguing rules; e.g. three or four compilers or editors are not library entries.

Box #5. Call No. It is to be added, if available; i.e. if source of information is from library records such as a missing book list.

Box #6. Title. If the title is long, enough should be written to make it distinctive, followed by "...". If it is a multi-volume set, the first volume required is noted, then "all following"; e.g. if volume 1 is already in the library, "v.2 and all following" is written after the title. If a set requires gaps filled in, the volumes needed are listed after the title, e.g. "v.2,v.3,v.7, and all following". If the selector is not certain of the library holdings from the information available to him, he should put "standing order/complete set" in Box #19 and the searcher will identify it.

Box #7. Vols. It is to be completed when possible.

Box #8. Blank. This space was originally for the LC number. Now it is usually the ISBN number. The identification is useful to our dealers and should be completed when possible.

Box #9. Place, publisher, year, edition. This information is very important. It identifies exactly what is wanted, and helps searchers decide where to look for identification; e.g. in L.C. for imprints prior to 1970, in MCRS for more recent material.

Book dealers should not be confused with publishers. (See discussion in chapter on Retrospective Selection.) Some dealer's catalogues (e.g. James Thin, Grant & Cutler, Heffner) list titles not yet published or available from other countries. The name of a university as publisher is usually not sufficient; the department should also be specified.

The "year" here is the imprint date of the title, not of the catalogue. If no imprint is given and the catalogue does not state explicitly that the titles are all new publications, the date should be checked in Books in Print or omitted on the request form.

Box #11. Series. The information is useful to searchers. If a title is too recent to be in the searching

tools, the series is the only way to identify a possible standing order.

Box #16. Source of Information. The source may supply order information even if not bibliographic information.

If the source of information is an L.C. card, a Canadiana card, or a dealer's flex, the card or one part of the flex may be stapled to the top of a request form, the fund and authorization completed on the form and the whole sent to Acquisitions. All other cards, publishers' blurbs, etc., should be stapled to the back of the request slip and the information completed on the slip.

It is not necessary to xerox and attach a page from a bibliography if all the information available is recorded on the request slip. The call number of the bibliography, if it is in the library, could be inserted to help the searcher.

Box #17. Price. It should be recorded if known, and is especially useful for an expensive item. Acquisitions is then aware that the requestor knows the amount involved. Because of fluctuating foreign exchange rates, prices quoted in the currency of the country of origin of the material are most realistic. (For current exchange rates for foreign currency, selectors may consult the Globe and Mail, or telephone Mrs. Norma McKenzie, ex. 3829.)

Box #18. If Already in ... do (not) order. The total number of copies required in each location should also be specified. Searchers use this information to equate their findings when telling Book Order what to order.

This is particularly important for replacement copies. Acquisitions has a missing book list which is kept up to date.

Box #19. Special instructions. Any special instructions or information for Support Services should be given here.

a) Priority is designated in the following manner:

(i) RUSH. The request is searched and ordered within 24 hours of receipt in Acquisitions. The material is sent to Cataloguing immediately on receipt from the dealer.

(ii) RUSH ORDER. The request is searched and ordered within 24 hours of receipt in Acquisitions, but sent to Cataloguing with the regular flow of material.

(iii) SPECIAL RUSH. The request is passed by hand through all operations. The dealer is phoned or cabled. This category was established for research purposes and should not be used for course purposes. It is an expensive process because of the ordering, shipping and personal handling.

b) Instructions for

(i) Ordering

If the material is available only from a particular source, that information is recorded in this box,; e.g. a person, institute, department of a universiy, bookstore, etc. Acquisitions' policy is to purchase from a dealer in the country of publication; however, some publications are not available through dealers. It is not necessary to supply addresses for any mainline publisher or dealer (Book Order keeps an address file), but addresses of smaller firms should be noted when known.

(ii) Cataloguing

The request slip accompanies the material to Cataloguing and any instructions for that department will be followed.

(iii) Public Services

The material with instructions for Circulation (e.g. "for Reserve") is flagged by Cataloguing and routed to the Circulation Desk.

c) Specific information about the request would appear here; e.g. "this edition only", "latest edition", etc., but not "this edition if different from the library holdings".

d) Date of the request may be inserted here for the use of selector or faculty.

Box #20. Requested by. The name given indicates the person interested. This space may be left blank.

Box #21. Authorized by. A name authorized to sign against an acquisitions account is necessary here. All orders must be initialled by the librarian acting as liaison for the department charged for the purchase.

Box #22. Fund. It must be a department assigned a fund in the Acquisitions budget. (See EXAMPLE)

1.11.3 Acquisitions or Cataloguing Staff Complete the Following Boxes

Box #1. Blank. The number of copies to be ordered, based on the total number of copies required in each location, is noted here by bibliographic searchers.

Box #3. Blank. Book Order staff or bibliographic searchers note information such as "standing order until completion", "O.K. for E.M.S. Lib.", etc.

Box #7. Vols. A bibliographic searcher completes this if the selector does not.

Box #10. Blank. Supplementary information about the imprint is added here by a bibliographic searcher.

Boxes 14-17 are used by bibliographic searchers who check these sources to establish the library treatment of a series.

#12. Union (Catalogue)
#13. E.M.S. (Catalogue)
#14. S.A.F. (Series Authority File)
#15. Kardex

Box #23. Blank. The vendor is indicated here for the typist by Book Order staff.

Box #24. Report. Reports from the vendor are noted by Book Order staff.

Box #25. Cost. Not used.

Boxes 26-31 are used to record the bibliographic search.

26. OC. Union Catalogue.

The box is slashed diagonally, with the Union Catalogue search recorded above, and the In-Process File search below.

BIP. Books in Print
BBIP. British Books in Print.
CBIP. Canadian Books in Print
OP. Out of Print
REPR. Reprint
BM. British Museum
BNB. British Nationl Bibliography
FB. Forthcoming Books
CBI. Cumulative Book Index

27. LC Library of Congress

28. NUC National Union Catalogue

29. CAN Canadiana

30. OTHER

31. SAME/OTHER EDITION

Box #32-33. PCS1,2. (Pre-catalogue search) Completion of first and second searches is noted here.

Box #34. POS. (Pre-order search) Its completion is recorded here.

Box #35. Report. Both bibliographic searchers and cataloguers use this space.

1.12 REPORTS FROM ACQUISITIONS TO SELECTORS

1.12.1 Request Slips

Request slips are returned to the selector weekly from Bibliographic Searching if the search identifies the title as "in lib." or "on order". "On order" may mean in process in the Library. The "on order" is established from the search of the In-Process File; the status of the order is not checked. When information regarding the status of an order is required, the selector may phone Bibliographic Searching if he has a title, and Book Order if he has an order number.

FUNDS	ACQ. ABB.
Anthropology	Anth.
Architecture	Arch.
Biology	Biol.
Chemical Engineering	Chem. Eng.
Chemistry	Chem.
Civil Engineering	Civ. Eng.
Classics	Cl.
Current Books	Curr.
Earth Sciences	E. Sc.
Economics	Econ.
Electrical Engineering	El. Eng.
English	Engl.
Films	Films
Fine Arts	Fine Arts
French	Fr.
General Arts	Gen. Arts
General E.M.S.	Gen. E.M.S.
Geography	Geog.
German and Slavic	Ger/Slav.
Government Publications	Gov't. Pubs.
History	Hist.
Human Kinetics and Leisure Studies	HK/LS
Human Relations	Hum. Rel.
Man/Environment	Man. Env.
Management Science	Mgt. Sc.
Mathematics	Math.
Mechanical Engineering	Mech. Eng.
Music	Music
Optometry	Opt.
Philosophy	Phil.
Physics	Phys.
Planning	Plan.
Political Science	Pol. Sc.
Psychology	Psych.
Reference Arts	Ref. Arts
Reference E.M.S.	Ref. E.M.S.
Religious Studies	Rel. St.
Sociology	Soc.
Spanish and Italian	Sp/It.
Systems Design	S. Design

Example V.1.11: FUND ABBREVIATIONS

1.12.2 Copies of Orders

For every order made, the part of the multiple order form labelled "requisitioner's copy" is sent each week by Book Order to the selector to inform him that his request is on order.

1.12.3 Cancellations

When an order is cancelled and pulled from the active On-order File in Acquisitions the requestor is advised.

Orders are cancelled for 2 reasons:

(a) Orders cancelled by a dealer are re-ordered elsewhere when possible. If there is no other source the report to the requestor says 'cancelled by dealer'.

(b) The library cancels orders based on the following claiming procedure:

(i) Orders are claimed at six months and cancelled after one year if no report has been received. The multiple parts of the order are held for an additional year, but the fund is not encumbered in the second year. The dealer may quote. The In-Process File slip is stamped 'cancelled' and left in the file for one year.

(ii) Confirmation orders are cancelled after 6 months.

(iii) Phonodiscs are cancelled after 6 months.

(iv) Reprints and standing orders have to be considered on an individual basis.

The report for all the above is 'cancelled by library'.

1.12.4 Financial Statement

The Acquisitions department is responsible for a monthly statement of the Acquisitions budget.

The statement is closed the 15th of the month to produce a month end account. At that time Book Order and Serials total actual expenditures in dollars, and the estimated commitment for outstanding orders is calculated for each de-

partment to show the current state of its budget. The commitment is calculated on the actual number of outstanding orders multiplied by an estimated cost per volume based on the previous year's spending (See APPENDIX: "Comprehensive Financial Statement" in "Budget" chapter.)

Every month copies of the cumulated financial statement for each department fund are sent to the appropriate selector and faculty library representative. (See APPENDIX: "Financial Statement by Fund" in "Budget" chapter.)

Chapter 2

SERIALS

2.1 REQUESTS FOR SERIALS

2.1.1 General Procedure

To request most types of serials, a Serial Purchase Request Form must be filled out for each title, marked "current" or "back issue". For subscriptions requested in January to September, "current" means a subscription of issues beginning in the current year. For subscriptions requested in October to December, "current" means the following calendar year. The form is then initialed by the selector and sent to the Serials Department, or if the serial is a government publication, to the Government Publications Department.

2.1.2 Exceptions

For the following types of serial publications, however, Book Purchase Request Forms should be completed and sent to the Acquisitions (or Government Publications) Department:

a) unnumbered monographic series

b) serials published at an interval of more than three years

c) conference proceedings when the publisher and place of publication are not constant.

2.2 POLICIES REGARDING THE ACQUISITION OF SERIALS

2.2.1 Priorities

Requests for subscriptions, standing orders, etc. (subject to the constraints noted elsewhere - see index under "Serials, constraints") should be marked according to the following priorities:

Priority 1. Order regardless of availability at other libraries

Priority 1a. Order unless available at the Center for Research Libraries.

Priority 2. Order unless available at Wilfrid Laurier University

Priority 3. Order unless available in the region (i.e. at Guelph, McMaster, University of Western Ontario, or Wilfrid Laurier)

Priority 4. Order unless available elsewhere in Ontario.

Priority 5. Order unless available elsewhere in Canada.

Requests submitted to the Serials Department and designated priority 1a,2,3,4 or 5 will be returned to the selector if a location is found. All current orders submitted to the Department, falling in categories 2-5 will be held for six months if a location is not found. If, at the end of that period, no other library has ordered or holds the title, an order will be placed by Waterloo.

2.2.2 Ordering of Back Issues

The following guidelines apply to the ordering of back issues:

a) Requests for back issues published within the last five years, or requests to fill gaps of nine or less years to complete holdings, may be sent to the Serials Department. All other requests must be forwarded to the Chairman, Collections Development Committee for committee approval.

b) In each case the request has to indicate:

(i) location of required material in other libraries

(ii) whether or not microform is acceptable if available. Microform is the preferred medium, unless it can be demonstrated that there are cogent reasons for acquiring the hard copy, e.g., need for color for the purpose of interpreting the contents.

(iii) a written justification for the purchase; e.g., issues are available for the first time;

issues are required to support new or expanded programs; the title is important (it is indexed or cited); the material is required for extensive undergraduate use, etc.

2.2.3 Major Purchases

The initial request for a serial title which costs over $1,000 per annum is referred by the Serials Department to the Associate Librarian for Reader Services. Once a subscription or standing order for a title has been established, however, the title is not subject to review in this manner on the basis of price, even if the cost rises in subsequent years from less than $1,000 to more than $1,000.

2.2.4 Types of Orders

a) Subscriptions are placed for periodicals, newspapers, loose leaf services, memberships, etc. (A subscription payment covers the future issues of a serial published within a specific time period.)

b) Standing orders are placed for monographic series, annuals, conference proceedings, publishers' services, etc. (A standing order is an arrangement whereby succeeding issues of a serial or series are automatically sent to the Library and payment is made for each item.)

Example V.2.1: SERIAL PURCHASE REQUEST FORM

UNIVERSITY OF WATERLOO LIBRARY

ISSUING BODY (IF APPLICABLE) 1A.

SERIALS PURCHASE REQUEST

DESTINATION:

TITLE 1B.

2. ARTS LIBRARY ☐ EMS LIBRARY ☐ OTHER

VOL (S) AND/OR NO(S) 3.

FORMAT REQUIRED: 4. PRINT ☐ MICROFORM ☐

YEAR(S)

IF UNAVAILABLE IN PRINT ORDER: PHOTOCOPY ☐ MICROFORM ☐

PUBLISHER'S NAME AND ADDRESS 5.

SOURCE OF INFORMATION	DO NOT ORDER IF ALREADY IN:	FUND	FREQUENCY
6.	7. ARTS ☐ EMS ☐ OTHER ☐	8.	9.

RECOMMENDED BY	AUTHORIZED BY	SPECIAL INSTRUCTIONS
10.	11.	12.

BELOW THIS LINE FOR LIBRARY USE

SUBSCRIPTION ☐ STANDING ORDER ☐ BACK ISSUES ☐ 13.	SUPPLIER 14.	CHANGE IN ENTRY 15.	PRICE 16.
SEARCHING TOOL 16A	PLACE 17.	PUBLISHER 18.	DATE BEGAN PUBLICATION 19.

SERIES INFORMATION 20

21. CAS ☐ UAS ☐ SEP ☐ O ☐

REQUEST FOR BACK/CURRENT ISSUES 22.

CHANGE OF TITLE INFORMATION 23.

24.	LC 25.	BUCP 26.	CANADIANA 27.	NSE 28.	SPO 29.	ULRICH 30.	ULS 31.	ULSS 32.	OTHER 33.

CALL NO. 34.	COPY NO. 35.	OTHER INFORMATION 36.	POS 37.
			PCS 38.

LIBRARY DEC 73 362-1

Example V.2.1: SERIAL PURCHASE REQUEST FORM

2.3 SERIAL PURCHASE REQUEST FORM

The Serial Purchase Request Form, also referred to as a search slip, serves a number of purposes. Initially it is a request to purchase a publication. It is then used as a place to record ordering and cataloguing information, which in turn generates an order, cards for recording receipt of the publication, catalogue cards, a serials list entry for user information, etc. Finally, the form becomes a report which tells the selector whether or not the material was ordered, notifies him of receipt of the material and gives him a call number by which to locate it.

The Serial Purchase Request Form is filled out as follows:

Box numbers 1 through 12 and 16a are completed by the selector or selector and requestor.

1. Main entry. If there is doubt about the correct form, University of Waterloo cataloguing rules should be followed.

   e.g. University of Waterloo. Library. (A)
   Occasional papers. (B)

2. Final location of the material.

3. Volume(s) required.

   e.g. "Vol. 4 --
   1977 --" for current material

   "Vol.1-3
   1974-1975" for back issues.

4. Format desired.

5. Complete publisher's name and address where known, or, in the case of back issues, the supplier's complete address.

6. Source of information i.e. publisher's blurb, BNB.

7. Duplication restriction.

8. Funding department.

9. Frequency of publication where known.

10. Name of person requesting material if different from person authorizing fund expenditures. (For selectors' reference only.)

11. Signature of person authorizing fund expenditures.

12. Special instructions. Priority, and cataloguing instructions should be indicated here.

16a. Whether or not microform is acceptable should be indicated here.

Box numbers 13 through 38, excluding box no. 16a, are completed by the Bibliographic Searching and Ordering Unit of the Serials Department.

13. Not used.

14. Supplier of current material; i.e. publisher or agent.

15. Not used.

16. Price/Cost for one year of current order or complete cost of a back issue order if known. In the case of back issues, quotations are sent out before an order is placed in order to establish price.

17. ISSN number.

18. ISSN number.

19. Date publication began.

20. Titles of concurrent series.

21. Type of monographic series.

22. Simultaneous requests for other volumes or numbers of the same publication.

23. Title changes.

24. Library holdings in the Union Catalogue and the In-Process File of the Acquisitions Department. An explanation of bibliographic searching symbols used in the Serials Department follows:

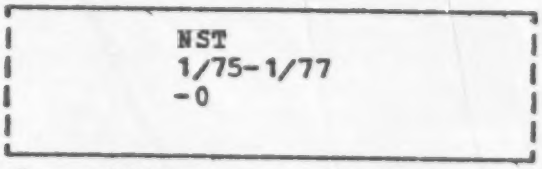
0	Nothing was found.
vvv/	Title is established.
vvv/0	Title is established, but the volumes are not in library.
vvv/v	Title is established and volumes <u>are</u> in library.

(vvv/0)	Title is on order and not established, and those volumes requested are not those that are on order.
(vvv/v)	Title is on order and not established and those volumes requested are the same as those on order.
vv0/v	Title established in library is a different edition than that requested. Symbols are the same as above, but third check is always "0". This indicates a different format is being ordered.
v/0	The issuing body is established, but not the particular publication. e.g. University of Toronto. Dept. of Geography. Publications. Library has University of Toronto. Dept. of Geography. Monographs, (but not its Publications).

Box numbers 25 to 33 show which bibliographic tools have been searched and what time period has been covered where this is applicable.

e.g.

Library of Congress National Union Catalog was searched from 1942 through 1972. vvv indicates title was found in last year recorded.



New Serials Titles was checked from January 1975 through January 1977. Nothing was found.

25. L.C. Library of Congress cataloguing information obtained from the Library of Congress National Union Catalog (L.C.) or the Micrographic Catalog Retrieval System (MCRS).

26. BUCP. British Union Catalogue of Periodicals.

27. Canadiana. Published by the National Library.

28. N.S.T. New Serials Titles.

29. S.P.D. Standard Periodical Directory.

30. Ulrich. Includes Ulrich's International Periodical Directory, Irregular Serials and Annuals and Bowker Serials Bibliography Supplement.

31. ULS. Union List of Serials.

32. ULSS. Union List of Scientific Serials.

33. Other. This box is used for Kardex (K), Closed File (C.F.), Serials List (S.L.), Series Authority File (SAF), Shelf List (Shelf), Cooperative Union Serials System (CUSS), Four University Libraries (QUATUL) and other miscellaneous bibliographic tools.

34. Call number. Call number or treatment of publication if already catalogued, or suspected cataloguing treatment if the publication is new.

35. Not used. Copy numbers are presently recorded in the title box (1).

36. Other information: complete library holdings, pertinent cataloguing information or additional instructions.

37. Initials of the person who completed the pre-order search and the date (month and year) the search was completed.

38. Initials of the person who completed the pre-catalogue search and the date (month and year) the search was completed.

Box numbers 1 and 3 also have additional notations as follows:

1. The words "current" or "back issue".

3. The abbreviation "sub" or "s/o".

These additional notations are instructions to the order typist.

2.4 REVIEW OF NEW SUBSCRIPTIONS AND STANDING ORDERS

All new subscriptions will be considered as probationary for a period of at least two years. Orders "until forbidden" will not be initiated until the title has been evaluated by interested selectors and faculty and approved on the basis of a sufficiently representative number of issues.

On December 1 of each year, the Serials Department will provide each selector with a list of the new titles to be reviewed. Selectors will record an opinion regarding each title, which should include instructions for binding, for retention period, or for purchase of microfilm. Decisions must be submitted by February 1 in order that titles which are to be discontinued may be cancelled.

2.5 CANCELLATION OF SUBSCRIPTIONS, STANDING ORDERS

In order to allow the widest possible consultation, the following schedule will apply.

a) On December 1 of each year the Serials Department will distribute serials lists in two parts, by funds to the appropriate selectors. Part I will list the new titles to be reviewed (as mentioned above); Part II will list all other current titles paid for by the fund.

b) Each selector is to submit a list of titles to be cancelled by February 1.

c) The Serials Department will prepare a list of all the proposed cancellations to be circulated to all selectors and faculty representatives. At this time departments may wish to transfer a title to be cancelled to their budget (within the 85% guidelines). The marked list is to be returned to the Serials Department by April 30.

d) A final cancellation list will be circulated to Guelph, McMaster, Wilfrid Laurier and Western. Their comments will be due June 30.

e) On July 1, the Serials Department will start cancelling titles with the appropriate dealers.

Chapter 3

GOVERNMENT PUBLICATIONS

3.1 REQUESTS FOR GOVERNMENT PUBLICATIONS

To request a government publication, the selector fills out a request form and sends it to the Government Publications Librarian, Arts Library. For monographic material, a Book Purchase Request Form is used, and for serials, a Serial Purchase Request Form.

3.2 IDENTIFYING GOVERNMENT PUBLICATIONS

Often it is difficult to identify an item as a government publication. (See APPENDIX for definition.) If the place of publication is the capital city of a country or province, it may be a government publication. If a request is sent to Acquisitions and the material is subsequently identified as a government publication, the request will be sent to the Government Publications Department.

3.3 GOVERNMENT PUBLICATIONS DEPARTMENT

All government publications are ordered by the Government Publications Department, Arts Library. The Department is responsible for the pre-order searching, ordering, receiving and coding of government material. It also keeps a Kardex file of government serials received, and claims issues not received.

Material to be housed in the E.M.S. Library is coded by a section of the Department located in that library. Publications to be located in the E.M.S. Reference and Collection Development Department are not coded, but sent to the Cataloguing or Serials Department for cataloguing.

Appendix A

THE ACQUISITIONS DEPARTMENT

A.1 RESPONSIBILITIES

In general, the Acquisitions Department deals with all monographic material, except government publications and numbered monographic series.

The responsibilities of the Acquisitions Department include:

a) pre-order searching: i.e. checking the status of the request in the library (in lib/on order) and the publication and availability of that item for ordering.

b) generating firm orders for requested material

c) keeping records of material ordered, received and in-process

d) processing invoices and keeping accurate accounts of the money involved in payments

e) handling material received on approval.

f) handling material received as gifts and exchanges.

Also, the Acquisitions Librarian serves as liaison between the library and the book dealers and publishers with whom the Library does business.

A.2 RECORDS KEPT IN ACQUISITIONS

A.2.1 Book Order Files

a) Numeric File with all titles on order including the original request slip.

b) Fund File for all titles on order filed by department and within the department by entry. Standing orders are filed together at the front of each department.

c) Received File arranged by number. This file records the date of the order, the date of receipt of the material, the date of the invoice and the cost of the order in Canadian dollars.

d) Invoice File arranged by dealer for the current fiscal and two preceding years.

e) Correspondence File arranged by dealer for the current fiscal and two preceding years.

f) Address File of all addresses used.

A.2.2 Bibliographic Searching File

The "In-Process File" lists by title all monographic material on order and in process, standing orders for monographic series and see references from cataloguing. The In-Process slip remains in this file until the hard cataloguing card is filed in the Union Catalogue. This file excludes government publications. They are filed in the order file in the Government Publications Department.

A.2.3 Approval Files

a) A flex for each title received from the approval dealers is filed by calendar year received, by dealer, and then by main entry.

b) A flex for each title returned to the dealer is filed in the same manner.

A.2.4 National Bibliographies and WR

A.2.5 Antiquarian Catalogues

Appendix B

SERIALS DEPARTMENT

B.1 ORGANIZATION

The Serials Department is responsible for the ordering of all current and some retrospective serials (see definition of a serial), for processing material received and maintaining records pertinent to this function, for cataloguing new titles and title changes, and for processing invoices for payment.

To fulfil the above mentioned obligations the Serials Department is divided into four work areas:

a) the Acquisition Section, which processes all requests for current serial subscriptions, standing orders, memberships, publisher services, mailing lists, and back issues.

b) the Serials Record Section, which is responsible for the processing of all current serials received, the claiming of issues not received, and the maintenance of the central serials record (the Kardex file).

c) the Cataloguing Section, which is responsible for pre-catalogue searching, original and LC cataloguing and title changes of serials except for monographic series. In addition this section processes unsolicited material and maintains the Serials List.

d) the Invoicing Section, which processes all invoices, cheque requests, renewal notifications, and prepares the serials section of the monthly Library Book Fund Statement.

B.2 ORDERING RESPONSIBILITIES

B.2.1 The Serials Department Orders

a) Current serials:

non-government current serials, i.e. periodicals, newspapers, annuals, journals, memoirs, proceedings, transactions, numbered monographic series, looseleaf services, monograph serials.

pseudo-serials and conference proceedings which are intended to continue indefinitely, if all the following conditions are met: (i) they can be acquired on standing orders, (ii) the publisher and place of publication are constant, and (iii) they are published at intervals of three years or less.

scholarly publishers' series which are closely allied in content and subject area.

cumulated indexes to periodicals and journals.

government serials, as requested by the Government Publications Department.

association, societal and institutional membership publications, when some or all of the material is serial in character.

b) Back issues

Back issues to all above-mentioned categories if the publications are currently received.

Back issues of journals or periodicals, although the publication may have ceased or is not currently being received.

B.2.2 The Serials Department Does Not Order

a) unnumbered monographic series.

b) serials published at an interval of more than three years.

c) conference proceedings where publisher and place of publication are not constant.

B.2.3 The Serials Department May Order

The Serials Department may order some reprint series. e.g. Early English books 1641-1700 for which the library may need holding records for internal purposes. The reason for ordering non-serial material by the Department could be to ensure completeness of acquisition, continuity in processing, long term commitment of funds, etc.

B.2.4 Problems Which Do Not Fall Within Guidelines

Problems which do not fall clearly within guidelines will be resolved by consultation between the Acquisitions and Serials Departments.

Appendix C

DEFINITIONS OF SERIALS

C.1 DEFINITION OF A SERIAL

A serial is a publication in print or in non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, directories, etc.), journals, memoirs, proceedings, transactions etc. of societies, and monographic series.

NOTE: Serials which have ceased publication are still classed as serials, not multi-volume sets.

C.2 TYPES OF SERIALS

Periodical. A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which normally contains separate articles, stories or other writings.

Newspaper. 1. A publication issued on newsprint at stated intervals, usually daily, weekly, or semiweekly, which reports events and discusses topics of current interest. 2. This category also includes financial, labour, ethnic, student and underground newspapers, but should be restricted to material published on newsprint, issued at least once a month and without a cover. A newspaper in subcategory 2 may be catalogued as a periodical.

Annual. A serial publication issued once a year, summarizing, reporting on, or demonstrating current research in a field.

Journal. A periodical usually issued by a society or institution and containing news, proceedings, transactions and reports of work carried out in a particular field.

Memoirs. A collection of researches and accounts of experiments, or dissertations on a learned subject, published by a learned society, especially in the form of a record of proceedings or transactions.

Proceedings. The published records of meetings of a society or institution, frequently accompanied by abstracts or reports of papers used.

Transactions. The published papers read at meetings of a society or institution, or abstracts of the same.

Monographic series. A number of separate works which have no predetermined end and are related to one another by the fact that each bears a cclective title generally appearing at the head of the title page; normally issued by the same publisher, frequently in numerical sequence. A monographic series is different from a monograph serial (see next section).

C.3 BORDERLINE SERIALS

Books in part. Books in part are works produced in successive parts for a period predetermined as finite, and multivolume sets with a foreseeable end, and therefore they are not serials.

Pseudo-serials. Pseudo-serials are monographs appearing in frequently revised editions, or monographs with an up-dating arrangement between new editions. They should be considered serials.

Looseleaf services. Serially published looseleaf services, e.g. Commerce Clearing House, Canadian Ltd. Canadian Tax Report are to be considered as serials and many in fact belong to the category of pseudo-serials.

Conference proceedings. Proceedings of meetings, conferences, congresses, etc. which are regularly and frequently held and are intended to continue indefinitely, should be considered as serials. These would generally involve the proceedings of regular meetings of an organization.

Proceedings of conferences, etc. which are not regularly and frequently held and/or which are not intended to continue indefinitely should be considered as monographs.

Monograph serials. A monograph serial is a publication issued in successive parts, bearing numerical and/or chronological designations, and intended to be continued indefinitely, each part consisting of an independent work but all parts being connected by some combination of title page, index or continuous pagination. It should be considered a serial. (A monograph serial is not to be confused with a monographic series. In a monographic series the common ti-

tle is secondary, but in a monograph serial the common title is given more prominence. Also, the series is completely analysed but the serial is usually unanalysed.)

Publisher's series. A Publisher's series, also known as a Trade series and a Reprint series, is a number of books, generally reprints of older, standard or current books which are not necessarily related in subject or treatment, issued by the publisher in uniform style and usually with a common series title, such as "Everyman's Library". Although some publishers' series are intended to be continued indefinitely, their numerical designations are basically a publisher's stock control device and have no citation value. They should not be considered as serials.

However, the category of scholarly publishers' series which are closely allied in content and subject area should be considered serials.

Appendix D

DEFINITION OF GOVERNMENT PUBLICATIONS FOR THE UNIVERSITY OF WATERLOO LIBRARY

D.1 GENERAL DEFINITION

A government publication is a document in any form issued under the authority of a government or one of its agencies.

The term government will include government at any level: local, provincial, state, national or international.

Government publications are based on listings in government sales catalogues or lists but are not restricted to them.

D.2 INCLUSIONS

a) Publications of the executive, legislative and judicial arms of any government. Unofficial publications (i.e. those not published by the official printer) regarded as the only source of proceedings of any legislature shall also be treated as government publications.

b) Publications of the departments or agencies of any government.

c) Publications of international government organizations, as listed in the Yearbook of international organizations.

d) Commercial reprints of government publications: e.g. Kraus reprint of Commonwealth Relations Office List.

e) Publications distributed by commercial publishers but with governmental authors, e.g. G. K. Hall. Catalogue of the U.S. Dept. of Health and Welfare Library.

f) Publications of Canadian Crown Corporations, and of similar semi-independent or quasi-official agencies of other governments; e,g, central banks, (U.S.) National Academy of Sciences, American National Red Cross.

g) Publications of libraries, museums, art galleries, observatories, etc. when they are under the jurisdiction of a government; e.g.

Smithsonian Institution
British Museum
Library of Congress
National Library (Canada)
Waterloo Public Library.

h) Briefs, submissions or similar items presented to commissions, committees, etc. of a government shall be considered government publications, regardless of means of distribution and publication (even when not published as appendices of a commission's official report), e.g. briefs presented to the Special Senate Committee on Mass Media.

i) Reports of research projects which have been subsidized by government agencies, if the author is a government department or agency, or if it is distributed by a government department or agency.

j) Maps: ethnographic, census, demographic, land use.

D.3 EXCLUSIONS

a) Publications of libraries, museums, art galleries, observatories etc. which are operated by independent bodies (even though government-subsidized in some cases), e.g.

Glenlow Foundation.
Henry Huntington Museum.

b) Publications of universities, colleges, or other educational institutions, whether supported wholly or partly by governments.

c) Maps (Geological survey maps not covered in j above).

d) Publications of European academies, e.g. Akademiia Nauk SSR.

e) Reports of research projects which have been subsidized by government agencies, but which are published commercially and authored by an individual or non-governmental body.

f) Publications of associations, even if made up of officials of government at any level, e.g. Canadian Federation of Mayors and Municipalities.

GLOSSARY

(For other terms see Index)

ADDER	A term used by the Library to describe a) a monograph published in more than one volume and not yet complete. b) a bound periodical or continuation on standing order, or c) an added copy.
APPROVAL FILES	a) A file (in Acquisitions) in which a flex for each title received, from the approval plan dealers is filed by calendar year received, by dealer, and then by main entry. b) A file (in Acquisitions) in which a flex for each title returned to the dealer is filed in the same manner. c) A file (in E.M.S.) of cards with citations for material that could come on an approval plan but that is considered by the selectors as needing follow-up.
BNB	British National Bibliography
BIBLIO	Catalogue des ouvrages parus en langue francaise dans le monde entier.
BLACKWELL	UW dealer in Britain.
BLANCHETEAU	UW dealer in France.

BOOK-IN-HAND	Material received in Acquisitions that was not ordered on a University of Waterloo Library numeric order form and for which payment is requested.
C.R.L.	Center for Research Libraries
COUTTS	UW dealer in Niagara Falls
CURRENT IMPRINT	Material published in the current or previous year.
CURRENT SELECTION	Selection of material which is published within the period covered by the current approval plans but which will not be sent on approval.
D.S.O.	(Dealer Selection Office) A term sometimes used to designate the Approval Section of the Acquisitions Department.
DEALER SELECTION	Selection by dealers, who have a contract with UW, of library materials within the subject profiles supplied by the UW Library.
DIVISIONAL LIBRARY	A collection of library materials housed in a separate location and confined largely to certain broad subject areas (e.g. engineering, mathematics and science). There is a complete catalogue in the divisional library for the material housed in it. A location symbol is added to the Union Catalogue to show in which divisional library material is located.
ENTRY	A heading under which a record of a bibliographical entity is represented in a catalogue or list. The heading may be a name, word, or phrase, placed at the head of a record to provide a point of access in the catalogue.
ESTABLISHED SERIES	See "Series Authority File".
FIRM ORDER	An official University of Waterloo Library numeric purchase order.

FISCAL YEAR	May 1 to April 30
GERMAN LANGUAGE AREA OF EUROPE	West Germany, East Germany, Austria and Switzerland.
GLOBAL STANDING ORDER	An arrangement by which the Library is automatically sent a large majority of an organization's available publications, including monographs, serial publications, etc.
GOVERNMENT PUBLICATION	See APPENDIX: "Definition of Government Publications ..."
HARRASSOWITZ	OW dealer in Germany.
ISBN	International Standard Book Number.
ISSN	International Standard Serial Number.
IMPRINT	Publisher, and place and date of publication.
IN-PROCESS FILE	A record arranged by title (in the Bibliographic Searching Section) of all monographic material on order and in process, of standing orders for monographic series, and of see references from Cataloguing.
KARDEX FILES	a) The central record (in Serials Department) of non-government serials ordered, received or claimed. b) The central record (in Government Publications Department, Arts Library) of government serials and series received. c) An unofficial Kardex record in E.M.S. of serials received there for the PER, REF, ABS and newsletter sections only.
LOCATION	The library building and/or the section of the library where the material is housed.
M.C.R.S.	Micrographic Catalogue Retrieval System. A unit consisting of a reader-printer machine and catalogue copy on microfiche of virtually all post 1970 imprints.

MAINLINE PUBLISHERS	Principal, established, or well-known publishers.
MONOGRAPH SERIAL	A publication issued in successive parts, bearing numerical and/or chronological designations, and intended to be continued indefinitely, each part consisting of an independeent work, but all parts being connected by some combination of title page, index or continuous pagination. The common title is given more prominence than it is in a monographic series and the serial is usually unanalysed.
MONOGRAPHIC SERIES	A number of separate works which have no predetermined end and are related to one another by the fact that each bears a collective title generally appearing at the head of the title page; normally issued by the same publisher, frequently in numeric sequence.
N.U.C.	Library of Congress National Union Catalogue.
O.P.	Out of print.
ORDER NUMBER	The number on the multiple order form used to identify a specific order.
"PLEASE SEARCH" ORDER	When a title is not established as being in print, "Please search" is added to the firm order by the Book Order Section. This notifies the dealer that he has exclusive rights for one year to search and send the item.
RETROSPECTIVE SELECTION	Selection of material published before the period covered by the current approval plans.
S/O	Standing order.
SALTED CATALOGUE	A composite listing of in-print and out-of-print titles.
SEARCHING	1. Bibiographic or pre-order searching: the procedure for a)

checking that requested material is not on order, expected on approval or in the Library, b) producing full bibliographic information about the material and c) determining its availability. (The searching done in E.M.S. is limited to checking that the material is not already in E.M.S., recommended to faculty or represented in the E.M.S. Order or Approval Files. The E.M.S. search is followed by a full search in Acquisitions.)

2. Precatalogue searching: searching for existing LC copy (Library of Congress cataloguing done by another institution) for material newly acquired by the Library.

SERIAL

A publication in print or non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, journals, memoirs, proceedings, transactions etc. of societies, and monographic series.

SERIALS LIST

A list of all serials (except for unnumbered monographic series and some government serials) held by the Library.

SERIES AUTHORITY FILE

A file, kept in the Cataloguing Department that contains the names of monographic series which the Library has either "established" or "not made". An "established" series is one that has been completely analysed or classified separately. A few unanalysed series are also included. A series "not made" is one for which there are to be no tracings in the card catalogues. The file also contains cross references for UW entries for names and places.

SPECIAL SERIALS LIST	A list of series, annuals and yearbooks currently being received by the UW Serials Department.
STACKS	Library shelving. The term is sometimes used (e.g. in the Serials List) to designate shelving for circulating books and periodicals as opposed to shelving in the Reference section.
STANDING ORDER	An arrangement whereby succeeding issues of a serial are sent automatically to the Library, and payment is made for each item.
STANDING ORDER UNTIL COMPLETION	The type of order used to obtain all the succeeding issues of a monographic multi-volume set.
SUBSCRIPTION	An arrangement whereby future issues of a serial are sent automatically for a specific time period on receipt of a single payment.
UW	University of Waterloo
UNION CATALOGUE	The central record of the Library's holdings. Located in the Arts Library, it includes the holdings for the whole University of Waterloo Library system, as well as the main entry card for the holdings of St. Jerome's College Library.
VANITY PUBLISHERS	Firms that publish and market books at the author's risk and expense.
WR	Weekly Record.
WEEDING	The process of examining the material in a collection and removing those items which are worn out or no longer of value in the collection.

INDEX

Abridgments ... III.2-6, III.4-1
Abstracts ... III.4-1
Accounting procedures ... II.1-4
Acquisition Lists ... III.4-4
Acquisition policy ... I.A-1
Advertisements ... III.4-4
African Imprint Library Services ... III.3-4
Annual ... III.4-1, V.B-2, V.C-1
Antiquarian and Out-of-print Book Purchase Request
  Form ... IV.2-4, V.1-15
Approval Files
  Acquisitions Department ... V.A-2
  E.M.S. ... III.4-7, IV.1-2, IV.2-2, IV.A-3
Approval Plans ... III.2-1
  exclusions ... III.2-6
  follow-up (E.M.S.) ... IV.1-2, IV.2-4
Architecture Reading Room ... I.3-3
Archives ... III.6-2
Arts Library collection ... III.3-4
Asian publications ... III.4-2
Australian Government Publishing Service ... III.3-5
Authorization of requests ... II.1-3, IV.2-3, V.1-26

Back issues ... III.6-1, V.2-2
Basic Reference Level ... I.B-3
Beginning Research Level ... I.B-3
Beginning university level material ... III.2-6, III.4-1
Bernan Associates ... III.3-5
Biblio ... III.5-2
Bibliographia Anastatica ... III.5-3
Bibliographic search symbols
  E.M.S. ... IV.A-1
  Serials ... V.2-7
Bibliographic searching
  E.M.S. ... IV.1-1
Bibliographic Searching File ... V.A-2
Bibliographies ... III.4-4, III.5-2
  national ... III.2-2, III.2-3, III.3-3, III.4-2, III.5-2,
    IV.1-1, IV.2-1, V.1-13
  subject ... III.2-6, III.4-1
BIOSIS ... III.4-8
Blancheteau ... III.4-3
Board of Governors ... II.1-3
Book budget ... II.1-2
Book Budget Committee ... II.1-2

Book Purchase Request Form ... V.1-22, V.2-1
Book trade directories ... III.5-3
Book-in-hand ... V.1-17
Books in part ... V.C-2
Books in Print ... III.5-2
British Books in Print ... III.5-2
British parliamentary publications ... III.3-2
Budget ... II.1-1
  government publications ... III.3-5
  serials ... III.4-8

Cancellations
  monographs ... V.1-29
  serials ... V.2-10
Card catalogues ... I.3-3
Catalogue reserve ... V.1-16
Catalogues
  in-print material ... III.4-3, IV.1-2, IV.2-1
  out-of-print material ... III.5-4, IV.1-2, V.1-15
Center for Research Libraries ... III.4-8, III.6-1, V.2-2
Choice cards ... III.4-4, IV.1-1
Collection Development Committee ... I.1-1
Collection Development Policy
  E.M.S. Reference ... I.2-3
  format ... I.B-1
  importance ... I.A-1
  Statements ... I.1-2, I.2-2
Collection Levels ... I.B-2
Collections
  at other institutions ... I.B-4, III.6-1, V.2-1
  at UW ... I.3-1
Comprehensive Level ... I.B-2
Conference proceedings ... V.2-1, V.B-2, V.C-2
Confirmation order ... V.1-16
Copies
  second ... V.1-1, V.1-13
  Xerox ... V.1-17
Country of origin ... III.2-7, III.4-4
Coutts' agreement with UW - Canadian and U.S.
  books ... III.A-2
Current Contents ... III.4-8
Current Fund ... III.2-2, V.1-13
Current imprints
  Requests for ... V.1-15
Cut-off date ... III.2-6, III.4-7, V.1-13

Deposit accounts ... III.3-5
Depository status ... III.3-1
Deutsche Bibliographie ... III.4-2, See also Bibliographies,
  National
Directories ... III.4-1
Disposal of library material ... II.1-1
Dissertations
  foreign doctoral ... III.4-8, III.6-2

Divisional Libraries ... I.3-1

E.R.I.C. ... III.3-5
Environmental Studies Library ... I.3-2
European publications ... III.4-2
Expensive titles ... III.2-6, III.4-1

Facsimiles ... III.2-6
Faculty involvement in selection ... III.4-8
Faculty library representative ... V.1-30
Faculty requests for purchase ... III.4-5
Financial statement ... II.1-5, V.1-29
First and second year university level material ... III.2-6, III.4-1
Flexes ... III.2-3, III.4-4, IV.2-2, V.1-1, V.1-14
Flyers
  publishers' ... III.4-3, IV.2-1
  UW ... IV.2-1, V.1-7
Food and Agriculture Organization ... III.3-3
Foreign exchange rates ... V.1-24
Free material ... IV.2-2
Fund File ... II.1-5
Funds
  commitment of ... II.1-4
  departmental ... II.1-3
  general ... II.1-3
  overcommitment of ... II.1-4
  responsibility ... INTRO-ii

Gift ... V.1-17
Government publications ... III.3-1
  Arts Library ... III.3-4
  Canadian ... III.3-4
  definition ... V.3-1, V.D-1
  E.M.S. Library ... III.3-5
  Great Britain ... III.3-4
  mailing list ... III.3-3
  requests for ... V.3-1
  standing orders and subscriptions ... III.3-2
  United States ... III.3-4
Government Publications Department ... V.3-1
Graphics ... II.1-1
Guide to Microforms in Print ... III.5-3
Guide to Reprints ... III.5-3

H.M.S.O. ... III.3-5

In-Process File ... V.1-16, V.A-2
Indexes ... III.4-1
Intensive Level ... I.B-2
Interdisciplinary material ... V.1-7
Interlibrary Loan requests ... III.4-4
International Labour Office ... III.3-3
Irish presses ... III.4-2

ISBN ... III.4-4

Journal Reviews ... III.4-4
Journals ... IV.2-1, V.B-2, V.C-1

Kits ... II.1-1

Les Livres Etrangers ... III.2-2
Library Co-ordination
   Office of ... V.1-17
Library materials
   definition ... II.1-1
   disposal of ... II.1-1
Livres du mois
   Les ... III.4-3
Looseleaf Services ... V.B-2, V.C-2

Major purchases
   monographs ... V.1-17
   serials ... V.2-3
Maps ... I.3-2
Media
   types of ... II.1-3
Medicine ... I.3-1
Memoirs ... V.B-2, V.C-1
Monograph Serials ... V.B-2, V.C-2
Monographic Series ... V.C-2, See also series

N.T.I.S. ... III.3-5
National book trade listings ... III.5-2
Newspapers ... V.B-2, V.C-1
   on microfilm ... III.6-2
Nieuwsblad ... III.4-3
Non-print material ... III.4-1
Novyi Knigi SSR ... III.2-2
Novyie Knigi Ukrainy ... III.2-2
NUC ... III.5-2

Oesterreichische, Bibliographie ... III.4-2
Office of Library Co-ordination ... V.1-17
Ontario Queen's Printer ... III.3-5
Optometry books ... IV.2-4
Optometry Reading Room ... I.3-2
Order Files
   Acquisitions Department ... V.A-1
   E.M.S. ... IV.1-1
Organization for Economic Cooperation &
   Development ... III.3-3
Organization of American States ... III.3-3

Periodicals ... V.B-1, V.C-1
Policy on Library Facilities ... I.C-2
Pre-order searching
   E.M.S. ... IV.1-1

prints ... II.1-1
Priorities (Serials) ... V.2-1
Proceedings ... V.B-2, V.C-2
Pseudo-serials ... V.B-2, V.C-2
Publishers' series ... V.E-2, V.C-3
Publishers' Trade List Annual ... III.5-4

Rare Book Room ... I.3-3
Reading rooms ... I.3-2
Recommendations for purchase ... INTRO-ii, III.4-5
Reports from support services to selectors ... IV.2-5,
V.1-16, V.1-27
Reprint series ... V.B-3
Reprints ... III.2-6, III.4-1
Responsibility for selection ... INTRO-ii
Retrospective selection ... III.5-1
Return of new material ... V.1-22
Review of new subscriptions ... V.2-10
Rush request ... V.1-24
rush order ... V.1-24
special rush ... V.1-7, V.1-25
Russian Language ... III.2-2

Sale of library material ... II.1-1
Salted catalogues ... V.1-16
Schweizer Buch ... III.4-2, See also Bibliographies,
National
Science
history of ... I.3-1
Science Citation Index ... III.5-2
Screening approval books ... III.2-8, IV.2-4
Selectors Records ... III.7-1
Senate Finance Committee ... II.1-3
Serial
definition ... V.C-1
Serial Purchase Request Form ... V.2-1, V.2-6
Serials
constraints on selection ... III.4-8
selection ... III.4-8
Serials Department
ordering responsibility ... V.B-1
organization ... V.B-1
Serials List ... III.2-6
Series ... see also Monographic series
numbered ... III.2-7, IV.2-2, V.1-7, V.1-9, V.1-15, V.B-2
publishers' ... V.B-2, V.C-3
unnumbered ... III.2-7, V.1-13
Sets
multi-volume ... III.7-2, IV.2-2, V.1-7, V.1-9
Signing authority ... II.1-2, II.1-3, IV.2-3
Slavic publications ... V.1-14
Social Sciences Citation Index ... III.5-2
Sovetskie Knigi ... III.2-2
Special Serials List ... III.2-6

Standing orders ... III.3-2, V.1-7, V.2-3
cancellation ... V.2-10
global ... III.3-2
review of ... V.2-10
Stanford University model ... I.2-1
Statistical yearbooks ... III.3-2
Subscriptions ... III.3-2, V.2-3
cancellation ... V.2-10
review of ... V.2-10
Superintendent of Documents, U.S. ... III.3-5

Teaching Level ... I.B-3
Tests ... II.1-1
Textbooks ... III.4-4
Transactions ... V.B-2, V.C-2
Translations ... III.2-6, III.4-1

UNESCO ... III.3-3
Union Catalogue ... I.3-3

Verzeichnis Lieferbarer Bucher ... III.5-3

Weekly Record ... III.2-3, III.4-2, IV.1-1, IV.2-1
Women's Collection ... III.2-8, V.1-7
World Health Organization ... III.3-3

Year of publication ... III.4-7
Yearbooks ... III.4-1

LIST OF EXAMPLES

Example		page
III.2.1.	BLACKWELL'S SYMBOLS	III.2-5
III.4.1.	PURCHASE REQUEST CARD	III.4-6
IV.2.1.	NOTE TO FACULTY REGARDING REQUESTS	IV.2-4
V.1.1.	FUND CODES	V.1-3
V.1.2.	COUTTS FLEX	V.1-4
V.1.3.	BLACKWELL FLEX	V.1-5
V.1.4.	HARRASSOWITZ FLEX	V.1-6
V.1.5.	APPROVAL BUYING REJECTION SLIP	V.1-8
V.1.6.	RED AND PURPLE FLYERS	V.1-10
V.1.7.	YELLOW AND ORANGE FLYERS	V.1-11
V.1.8.	PINK FLYER	V.1-12
V.1.9.	ANTIQUARIAN AND OUT-OF-PRINT BOOK PURCHASE REQUEST FORM	V.1-16
V.1.10.	BOOK PURCHASE REQUEST FORM	V.1-21
V.1.11.	FUND ABBREVIATIONS	V.1-28
V.2.1.	SERIAL PURCHASE REQUEST FORM	V.2-5

UNIVERSITY OF WATERLOO LIBRARIES

#408-5699-01 BOOKS AND SERIALS FINANCIAL STATEMENT May 1, 1974 -- December 15, 1974

FUND	1973/74 unspent Carryforward	1974/75 Budget Allocation	Total Funds Available	Invoiced	Unspent Balance	Commitments	Unspent & uncommitted bal
ARTS FACULTY							
Anthropology	6,278.00	8,000.00	14,278.00	8,697.09	5,580.91	6,783.00	-1,202.09
Classics	3,498.00	3,500.00	6,998.00	1,329.88	5,668.12	2,212.00	3,456.12
Drama	-----	3,500.00	3,500.00	433.50	3,066.50	551.00	2,515.50
Economics	10,529.00	21,000.00	31,529.00	9,033.71	22,495.29	9,958.00	12,537.29
English	29,944.00	45,000.00	74,944.00	19,081.44	55,862.56	41,685.00	14,177.56
Films	505.00	3,000.00	3,505.00	993.63	2,511.37	778.00	1,733.37
Fine Arts	2,743.00	4,500.00	7,243.00	3,830.15	3,412.85	2,091.00	1,321.85
French	7,131.00	17,500.00	24,631.00	4,306.07	20,324.93	11,824.00	8,500.93
German and Russian	16,325.00	25,000.00	41,325.00	8,814.31	32,510.69	34,682.00	-2,171.31
History	28,374.00	50,000.00	78,374.00	21,208.44	57,165.56	35,402.00	21,763.56
Human Relations	489.00	2,000.00	2,489.00	924.12	1,564.88	1,158.00	406.88
Music	1,901.00	3,500.00	5,401.00	2,194.89	3,206.11	497.00	2,709.11
Philosophy	12,008.00	15,000.00	27,008.00	6,543.20	20,464.80	15,966.00	4,498.80
Political Science	8,802.00	18,000.00	26,802.00	14,740.00	12,062.00	10,706.00	1,356.00
Psychology	4,221.00	10,000.00	14,221.00	6,930.21	7,290.79	5,460.00	1,830.79
Religious Studies	3,604.00	5,000.00	8,604.00	1,321.07	7,282.93	2,371.00	4,911.93
Sociology	14,293.00	25,000.00	39,293.00	13,235.79	26,057.21	17,934.00	8,123.21
Spanish and Italian	3,080.00	5,000.00	8,080.00	599.92	7,480.08	7,437.00	43.08
ARTS FACULTY TOTAL	153,725.00	264,500.00	418,225.00	124,217.42	294,007.58	207,495.00	86,512.58

FICS-5699-01 BOOKS AND SERIALS FINANCIAL STATEMENT May 1, 1974 - December 15, 1974

FUND	1973/74 unspent Carryforward	1974/75 Budget Allocation	Total Funds Available	Invoiced	Unspent Balance	Commitments	Unspent an uncommitted bal
ENGINEERING FACULTY							
Chemical Engineering	2,420.00	3,000.00	5,420.00	1,208.49	4,211.51	1,833.00	2,378.51
Civil Engineering	1,483.00	8,000.00	9,483.00	2,214.40	7,268.60	2,846.00	4,422.60
Electrical Engineering	6,144.00	1,500.00	7,644.00	1,809.65	5,834.35	1,774.00	4,060.35
Management Science	1,833.00	1,000.00	2,833.00	423.55	2,409.45	376.00	2,033.45
Mechanical Engineering	3,021.00	3,000.00	6,021.00	1,053.19	4,967.81	1,736.00	3,231.81
Systems Design	4,997.00	500.00	5,497.00	2,258.63	3,238.37	988.00	2,250.37
ENGINEERING FACULTY TOTAL	19,898.00	17,000.00	36,898.00	8,967.91	27,930.09	9,553.00	18,377.09
ENVIRONMENTAL STUDIES							
Architecture	3,779.00	7,000.00	10,779.00	8,007.72	2,771.28	5,575.00	-2,803.72
Envi. Studies Library	-----	1,500.00	1,500.00	165.75	1,334.25	99.00	1,235.25
Geography	2,790.00	7,500.00	10,290.00	3,545.61	6,744.39	4,831.00	1,913.39
Man/Environmental Studies	1,128.00	2,000.00	3,128.00	1,755.33	1,372.67	1,220.00	152.67
Planning	4,525.00	7,000.00	11,525.00	4,325.59	7,199.41	3,744.00	3,455.41
ENVIRONMENTAL STUDIES TOTAL	12,222.00	25,000.00	37,222.00	17,800.00	19,422.00	15,469.00	3,953.00
V.I.S. FACULTY TOTAL	7,055.00	15,000.00	22,055.00	16,527.11	5,527.89	9,885.00	4,357.11
ENGINEERING FACULTY TOTAL	7,443.00	18,000.00	25,443.00	7,459.32	17,983.68	9,039.00	8,944.68
SENIOR FACULTY							
Biology	3,446.00	15,000.00	18,446.00	3,177.41	15,268.59	14,563.00	705.59
Chemistry	4,422.00	6,000.00	10,422.00	4,548.26	5,873.74	3,803.00	2,070.74
Earth Science	2,793.00	9,000.00	11,793.00	4,023.55	7,769.45	3,324.00	4,445.45
Optometry	3,057.00	6,000.00	9,057.00	2,086.80	6,970.20	2,353.00	4,617.20
Physics	1,855.00	6,900.00	8,755.00	2,285.71	6,469.29	3,761.00	2,708.29
SENIOR FACULTY TOTAL	15,573.00	42,900.00	58,473.00	16,121.73	42,351.27	27,804.00	14,547.27

BRARY BOOK FUNDS — EXPENDITURE AND COMMITMENTS — May 1, 1974 - December 31, 1974

FUND	INVOICED						COMMITTED				
	New Subs.	Renewals	Current Ser. Total	Bk. Issues	Monographs	TOTAL	New Subs.	Renewals	Bk. Issues	Monographs	TOTAL
ENGINEERING FACULTY											
Chemical Engineering	113.25	265.48	378.73	265.60	564.16	1,208.49	195.00	25.00	404.00	1,209.00	1,833.00
Civil Engineering	129.76	376.83	506.59	303.96	1,403.85	2,214.40	436.00	404.00	211.00	1,795.00	2,846.00
Electrical Engineering	182.20	644.75	826.95	761.85	220.85	1,809.65	329.00	379.00	436.00	630.00	1,774.00
Management Science	129.00	221.00	350.00	22.05	51.50	423.55	84.00	-----	32.00	260.00	376.00
Mechanical Engineering	263.00	328.95	591.95	45.00	416.24	1,053.19	621.00	110.00	333.00	672.00	1,736.00
Systems Design	366.00	482.44	848.44	62.00	1,348.19	2,258.63	185.00	-----	53.00	750.00	988.00
ENGINEERING FACULTY TOTAL	1,183.21	2,319.45	3,502.66	1,460.46	4,004.79	8,967.91	1,850.00	918.00	1,469.00	5,316.00	9,553.00
ENVIRONMENTAL STUDIES											
Architecture	217.06	248.89	465.95	199.41	7,342.36	8,007.72	181.00	157.00	1,251.00	3,986.00	5,575.00
Fred. Studies Library	-----	-----	-----	-----	165.75	165.75	-----	----	----	99.00	99.00
Geography	145.61	714.82	860.43	711.82	1,973.36	3,545.61	849.00	1,810.00	519.00	1,653.00	4,831.00
Nat/Environmental St.	369.55	361.25	730.81	513.14	511.38	1,755.33	215.00	768.00	12.00	225.00	1,220.00
Planning	377.76	544.82	922.58	1,006.96	2,396.05	4,325.59	934.00	1,176.00	797.00	837.00	5,244.00
ENVIRONMENTAL STUDIES TOTAL	1,109.99	1,869.78	2,979.77	2,431.33	12,388.90	17,800.00	2,179.00	3,911.00	2,579.00	6,800.00	15,469.00
F.M.L.S. FACULTY TOTAL	377.63	1,143.46	1,521.09	4,187.72	10,818.30	16,527.11	727.00	377.00	2,155.00	5,626.00	9,885.00
MATHEMATICS FACULTY TOTAL	1,238.95	2,098.34	3,337.29	992.04	3,129.99	7,459.32	1,717.00	1,129.00	2,908.00	3,285.00	9,039.00
SCIENCE FACULTY											
Biology	132.09	656.10	788.19	502.64	1,886.58	3,177.41	1,109.00	455.00	9,339.00	3,660.00	14,563.00
Chemistry	681.38	829.31	1,510.69	2,061.69	975.88	4,548.26	1,090.00	419.00	152.00	2,142.00	3,803.00
Earth Science	1,001.58	833.82	1,835.40	1,082.02	1,106.13	4,023.55	1,028.00	194.00	617.00	1,483.00	3,324.00
Optometry	129.95	72.90	202.85	1,348.33	535.62	2,086.80	316.00	123.00	854.00	1,060.00	2,353.00
Physics	450.11	594.19	1,044.30	310.55	930.86	2,285.71	733.00	215.00	493.00	2,320.00	3,761.00
SCIENCE FACULTY TOTAL	2,395.11	2,986.32	5,381.43	5,305.23	5,435.07	16,121.73	4,276.00	1,406.00	11,455.00	10,667.00	27,804.00

#408-5699-01 BOOKS AND SERIALS FINANCIAL STATEMENT May 1, 1974 - December 15, 1974

FUND	1973/74 unspent Carryforward	1974/75 Budget Allocation	Total Funds Available	Invoiced	Unspent Balance	Commitments	Unspent and uncommitted bal.
LIBRARY							
Binding	5,634.00	40,000.00	45,634.00	33,046.35	12,587.65	-----	12,587.65
Current Books	-----	210,000.00	210,000.00	157,523.98	52,476.02	45,228.00	7,248.02
General Arts	45,282.00	99,600.00	144,882.00	73,125.91	71,756.09	50,138.00	21,618.09
General E.M.S.	16,944.00	22,000.00	38,944.00	13,784.26	25,159.74	10,502.00	14,657.74
Government Publications	-----	40,000.00	40,000.00	29,144.19	10,855.81	10,249.00	606.81
Reference Arts	11,313.00	20,000.00	31,313.00	7,062.51	24,250.49	19,925.00	4,325.49
Reference E.M.S.	9,338.00	10,000.00	19,338.00	5,386.69	13,951.31	3,665.00	10,286.31
Serial Renewals-Arts	11,652.00	100,000.00	111,652.00	65,660.92	45,991.08	45,991.08	-----
Serial Renewals-E.M.S.	25,219.00	160,000.00	185,219.00	118,010.80	67,208.20	67,208.20	-----
Transportation & Service	-----	7,500.00	7,500.00	3,874.06	3,625.94	-----	3,625.94
LIBRARY TOTAL	125,382.00	709,100.00	834,482.00	506,619.67	327,862.33	252,906.28	74,956.05
TOTAL BOOK BUDGET	341,298.00	1,091,500.00	1,432,798.00	697,713.16	735,084.84	532,151.28	202,933.56

LIBRARY BOOK FUNDS — EXPENDITURE AND COMMITMENTS — May 1, 1974 - December 15, 1974

FUND	INVOICED						COMMITTED				
	New Subs.	Renewals	Current Ser. Total	Bk. Issues	Monographs	TOTAL	New Subs.	Renewals	Bk. Issues	Monographs	TOTAL
ARTS FACULTY											
Anthropology	122.12	375.49	497.61	2,262.60	5,936.88	8,697.09	448.00	214.00	3,737.00	2,384.00	6,783.00
Classics	10.24	12.50	22.74	80.92	1,217.22	1,329.88	133.00	86.00	493.00	1,500.00	2,212.00
Drama	25.00	36.35	61.35	106.65	265.50	433.50	42.00	-----	233.00	276.00	551.00
Economics	1,456.39	736.72	2,193.11	999.61	5,840.99	9,033.71	706.00	628.00	1,251.00	7,373.00	9,958.00
English	177.02	192.89	369.91	8,701.17	10,010.36	19,081.44	272.00	417.00	9,303.00	31,693.00	41,685.00
Films	7.02	160.97	167.99	218.54	607.10	993.63	73.00	267.00	42.00	396.00	778.00
Fine Arts	14.30	15.45	29.75	8.00	3,792.40	3,830.15	73.00	81.00	5.00	1,932.00	2,091.00
French	66.50	111.65	178.15	521.65	3,606.27	4,306.07	167.00	245.00	372.00	11,040.00	11,824.00
German and Russian	64.90	245.90	310.80	467.21	8,036.30	8,814.31	268.00	458.00	3,263.00	30,693.00	34,682.00
History	380.96	666.67	1,047.63	5,277.74	14,883.07	21,208.44	658.00	136.00	4,893.00	29,715.00	35,402.00
Human Relations	9.50	79.93	89.43	127.60	707.09	924.12	94.00	167.00	61.00	836.00	1,158.00
Music	5.93	34.94	40.87	110.00	2,044.02	2,194.89	9.00	48.00	220.00	220.00	497.00
Philosophy	122.68	116.87	239.55	443.80	5,859.85	6,543.20	149.00	93.00	1,407.00	14,317.00	15,966.00
Political Science	559.54	2,232.34	2,791.88	3,227.37	8,720.75	14,740.00	1,243.00	-----	2,214.00	7,249.00	10,706.00
Psychology	1,197.72	1,500.83	2,698.55	1,378.28	2,853.38	6,930.21	925.00	568.00	1,287.00	2,680.00	5,460.00
Religious Studies	110.92	79.90	190.82	93.67	1,036.58	1,321.07	26.00	144.00	731.00	1,470.00	2,371.00
Sociology	1,446.12	1,108.91	2,555.03	2,884.53	7,796.23	13,235.79	1,159.00	400.00	9,552.00	6,823.00	17,934.00
Spanish and Italian	32.00	56.65	88.65	121.99	389.28	599.92	46.00	84.00	2,546.00	4,761.00	7,437.00
ARTS FACULTY TOTAL	5,808.86	7,764.96	13,573.82	27,040.33	83,603.27	124,217.42	6,491.00	4,036.00	41,610.00	155,[illegible].00	[illegible].00

VARY BOOK FUNDS — EXPENDITURE AND COMMITMENTS — May 1, 1974 - December 15, 197[illegible]

FUND	INVOICED						COMMITTED				
	New Subs.	Renewals	Current Ser. Total	Bk. Issues	Monographs	TOTAL	New Subs.	Renewals	Bk. Issues	Monographs	TOTAL
BRARY											
Binding	-----	-----	-----	-----	-----	33,046.35	-----	-----	-----	-----	-----
Current Books	-----	-----	13,073.42	-----	144,450.56	157,523.98	-----	-----	-----	45,228.00	45,228.00
General Arts	4,014.15	7,023.00	11,037.15	29,935.48	32,153.28	73,125.91	2,808.00	4,820.00	10,433.00	32,077.00	50,138.00
General E.M.S.	898.08	2,513.99	3,412.07	5,802.39	4,569.80	13,784.26	991.00	1,129.00	4,972.00	3,410.00	10,502.00
Government Publications	392.25	1,353.37	1,745.62	1,293.34	26,105.23	29,144.19	1,354.00	1,436.00	332.00	7,127.00	10,249.00
Reference Arts	1,931.22	2,964.11	4,895.33	124.99	2,042.19	7,062.51	2,560.00	4,748.00	3,806.00	8,811.00	19,925.00
Reference E.M.S.	515.72	2,017.08	2,532.80	2,142.72	711.17	5,386.69	670.00	511.00	302.00	2,182.00	3,665.00
Serials Renewals-Arts	-----	65,660.92	65,660.92	--- -	-----	65,660.92	-----	45,991.08	--- -	-----	45,991.08
Serials Renewals-E.M.S.	-----	118,010.80	118,010.80	-----	-----	118,010.80	-----	67,208.20	-----	-----	67,208.20
Transcortation & Service	-----	-----	887.98	318.09	2,667.99	3,874.06	-----	-----	-----	-----	----- --
BRARY TOTAL	7,751.42	199,543.27	221,256.09	39,617.01	212,700.22	506,619.67	8,383.00	125,843.28	19,845.00	28,835.00	252,906.28
BAL BOOK BUDGET	19,865.17	217,725.58	251,552.15	81,034.12	332,080.54	697,713.16	25,623.00	137,620.28	83,021.00	283,887.00	532,151.28